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ABSTRACT

This document contains two of the three supplements which accompany chapter 1 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630). The first supplement contained in this document includes the following materials: articles of incorporation and bylaws; statement of program mission; statement of philosophy and approach; discussion of educational philosophy, responsibility, and approach; and a list of job descriptions for the executive office staff. The remaining supplement presents policies and procedures to cover the following concerns: function of the Mountain-Plains Board; finance; students; personnel; procurement; property control; and various miscellaneous items. (BM)

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NATIONAL EDUCATION R&D MODEL

MOUNTAIN PLAINS EDUCATION ECONOMIC DEVELOPMENT PROGRAM INC.

ED150349

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

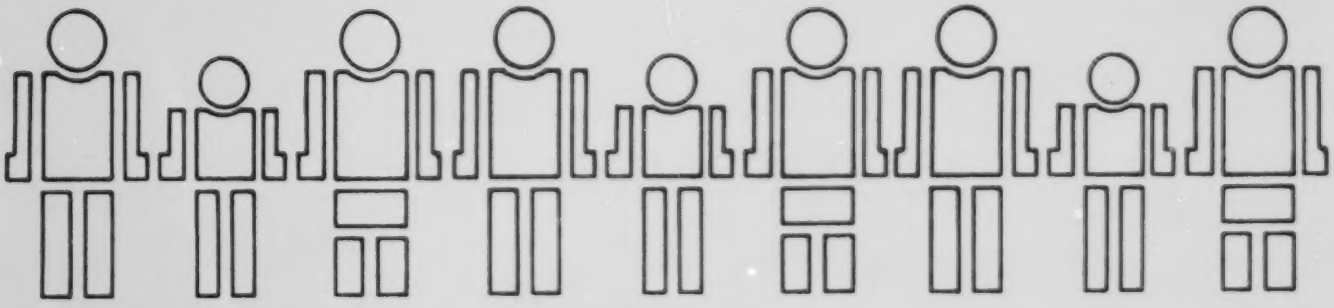
APPENDIX

SUPPLEMENT NO. II TO VOLUME 1

MOUNTAIN-PLAINS PROGRAM OVERVIEW OF MODEL IV:

THE EXECUTIVE DIVISION

CE 014632



APPENDIX

This supplement is designed for use in conjunction with Volume I.

Supplement II to Volume I

THE PHILOSOPHY AND IMPLEMENTATION: A PROGRAM OVERVIEW

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MOUNTAIN-PLAINS DOCUMENTATION

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APPENDIX A

MPEEDP, Inc., Articles of Incorporation
and Bylaws

RESTATED ARTICLES OF INCORPORATION

OF

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

Pursuant to the provisions of R.C.M. 15-2337 of the Montana Nonprofit Corporation Act, the undersigned Corporation adopts the following Restated Articles of Incorporation:

ARTICLE I.

The name of the corporation is Mountain-Plains Education & Economic Development Program, Inc.

ARTICLE II.

The period of its duration is perpetual.

ARTICLE III.

Said corporation is organized exclusively for educational purposes, including for such purposes, the function of stimulating development in the six state area of Idaho, Montana, Wyoming, North Dakota, South Dakota and Western Nebraska in order to improve the capabilities of individuals, communities, and institutions in this region to productively contribute to the resolution of problems and to the growth of said individuals, communities, and institutions. Notwithstanding any other provisions of these articles, this corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purpose of this corporation.

ARTICLE IV.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operating exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such corporation or organizations, as said Court shall determine, which are organized and operating exclusively for such purposes.

ARTICLE V.

Said corporation is not a private foundation as defined in Section 509 of the Internal Revenue Code of 1954. No part of the net

earnings of the corporation shall inure to the benefit of, or to be distributed to its officers, or any other private person except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or anywise attempting, to influence legislation, and the corporation shall not participate in any political campaign on behalf of the candidates for public office.

ARTICLE VI.

The address of the registered office of the corporation is 3 Pintlar Peaks Drive, Butte, Montana 59701, and the name of its registered agent at such address is John S. Cote.

ARTICLE VII.

The Restated Articles of Incorporation correctly set forth without change the corresponding provisions of the Articles of Incorporation as heretofore amended, supersede the original Articles of Incorporation and all amendments thereto.

DATED this _____ day of October, 1971.

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

By: _____
President

ATTEST:

_____
Secretary

STATE OF MONTANA)
: ss
County of _____)

On this _____ day of October, 1971, before me, the undersigned, a Notary Public for the State of Montana, personally appeared John S. Cote and Benjamin Ulmer, known to me to be the President and Secretary, respectively, of said corporation, whose names are subcribed to the foregoing instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

_____
Notary Public for State of Montana
Residing at _____, Montana
My commission expires _____

STATEMENT OF ADOPTION

The name of the above corporation is Mountain-Plains Education & Economic Development Program, Inc., organized and existing under the Montana Nonprofit Corporation Act. On/or about the 24th day of September, 1971, the Board of Directors of said corporation adopted the foregoing Restated Articles of Incorporation by an affirmative vote of a majority of the directors in office, there being no members of said corporation entitled to vote thereon.

The Restated Articles of Incorporation incorrectly set forth the provisions of the Articles of Incorporation as heretofore amended and they have duly adopted as required by law.

DATED this _____ day of October, 1971.

MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

By: _____
President

ATTEST:

_____
Secretary

STATE OF MONTANA)
: ss
County of _____)

I, the undersigned, a Notary Public, hereby certify that on the ____ day of October, 1971, personally appeared before me John S. Cote and Benjamin Ulmer, who being by me first duly sworn, declared that they are the President and Secretary of Mountain-Plains Education & Economic Development Program, Inc., a Montana Corporation, and that the statements contained herein are true and correct.

_____
Notary Public for State of Montana
Residing at _____, Montana
My commission expires _____.

Restated
BYLAWS

OF

THE MOUNTAIN-PLAINS EDUCATION & ECONOMIC DEVELOPMENT PROGRAM, INC.

a nonprofit corporation

ARTICLE I - OFFICES

The principal offices of the corporation in the State of Montana shall be located at Glasgow Air Force Base, Valley County, Montana. The corporation may have such other offices, either within or without the State of Montana, as the board of directors may determine.

The corporation shall have and continuously maintain in the State of Montana a registered office and a registered agent whose business office is identical with such registered office. The registered office may be, but need not be, identical with the principal office in the State of Montana, and the address of the registered office may be changed from time to time by the board of directors.

ARTICLE II - MEMBERS

The corporation shall have no numbers.

ARTICLE III - BOARD OF DIRECTORS

1. The affairs of the corporation shall be managed by its board of directors. Directors need not be residents of Montana.

2. The Board of Directors shall consists of thirteen voting members selected in the following manner and for the following terms:

a. Three of the Governors of the six states or their designees who shall serve in rotating order as follows:

(i) First two years: Montana, North Dakota, Idaho
(ii) Second two years: South Dakota, Nebraska, Wyoming

b. Three of the chief state school officers of the six states or their designess who shall not be the state directors of vocational education in rotating order as follows:

(i) First two years: North Dakota, South Dakota, Idaho
(ii) Third year carry over: Idaho and North Dakota
(iii) Second two years: Montana
(iv) Fourth year: Nebraska, Wyoming, Montana

c. Three state vocational education directors of the six states or their designees in rotating order as follows:

(i) First two years: Montana, Nebraska, Wyoming
(ii) Third year carry over: Montana, Nebraska, Wyoming
(iii) Fourth year: Idaho, North Dakota, South Dakota

d. Three members to be appointed by the principal Indian Tribal Unions of each of the six states in rotating order as follows:

(i) First two years: Nebraska, South Dakota, Montana
(ii) Third year carry over: South Dakota
(iii) Second two years: Idaho, North Dakota
(iv) Fourth year: Montana

e. One member to be appointed by mutual agreement of the Valley County Commissioners, Glasgow City Council, and the Glasgow School Board to serve for two year terms.

Refer to attached grid for board rotation.

3. Powers and duties: The board will establish the policies of the corporation. It shall have the legislative authority and responsibilities for general corporation direction and for the delegation of management responsibilities for operations. The board shall have the power to and/or delegate the power to authorize contracts; employ an Executive Officer; authorize employment of staff personnel; authorize management policies and procedures; authorize programs; receiving and accounting for funds; approving budgets; issuing official reports; and establishing rules, regulations, and procedures for its own governance. The board shall at its annual meeting elect from its members a chairman and two vice chairmen for a one-year period of time.

The board shall appoint the President/Executive Director and, upon his recommendations, the principal administrative officers, describe their duties, fix their salaries, and prescribe the conditions of their employment.

4. Executive Committee: The board shall have the power to elect an executive committee of the Board of Directors that shall be comprised of the Board Chairman, two (2) vice chairmen and the ex-officio member being the President/Executive Director. The ex-officio member shall be the chief administrating officer and the non-voting secretary of the Executive Committee. The Chairman and the two vice chairmen shall be elected by the main body Board of Directors for a one (1) year period. Election will take place at the annual Board of Directors meeting.

Powers and duties of the Executive Committee shall consist of all those corporate operations, authorities and responsibilities that the Board of Directors shall delegate. The Executive Committee shall have the responsibility to act in accordance with Board direction. The Executive Committee may be used to act in place of the board of directors on interim board matters as delegated by the board.

5. A regular annual meeting of the board of directors shall be held without other notice than this bylaw at the principal office of the corporation on the last Friday in the month of April of each year, beginning with the year 1973, at the hour of nine o'clock A.M. The Board of Directors may provide by resolution the time and place, either within or without the State of Montana, for the holding of additional regular meetings of the board without other notice than such resolutions.

6. Special meetings of the board of directors may be called by or at the request of the chairman or any five directors. The person or persons calling a special meeting of the board may fix any place, either within or without the State of Montana, as the place for holding any special meeting called by them.

7. Notice of any special meeting of the board of directors shall be given at least five days previous thereto by written notice delivered personally or sent by mail or telegram to each director at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in an envelope so addressed, with postage thereon prepaid. If notice is given by telegram such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

8. A majority of the board of directors shall constitute a quorum for the transaction of business at any meeting of the board; but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

9. Any vacancy occurring in the board of directors shall be filled by the original appointing authority.

10. Directors as such shall not receive any salaries for their services, but by resolution of the board of directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at a regular or special meeting of the board. The salaries of the officers, being President, Vice-President, Treasurer, Secretary shall be fixed from time to time by the board of directors.

11. During the initial term of office of the board, provision will be made for the continuity of over-lap of Board Membership, by having one of the two members from each state serve an additional (third) year. This will be distributed so as to maintain the representation from each of the four categories, vocational education, state department or education, governor's representative, tribal representative.

ARTICLE IV - OFFICERS

1. Officers. The officers of the corporation shall be a President/Executive Director, Vice-President/Deputy Director, a Secretary, a Treasurer/Controller, and such other officers as may be elected in accordance with the provisions of this article. The board of directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers, to have the authority and perform the duties prescribed, from time to time, by the board of directors. Any two or more offices may be held by the same person, except the office of President/Executive Director.

2. Appointment and Term of Office. The President/Executive Director of the corporation shall be appointed annually by the board of directors at the regular annual meeting of the board of directors. The President/Executive Director will nominate and have board confirmation of the Vice-President/Deputy Director, Secretary, Treasurer/Controller to serve as officers of the corporation. If the appointments of officers shall not be held at such meeting, such appointments shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall have been duly appointed and shall have qualified.

3. Removal. Any officer appointed by the board of directors may be removed by the board of directors whenever in its judgment the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the board of directors for the unexpired portion of the term.

5. President/Executive Director. The President/Executive Director shall be the principal executive officer of the corporation and shall in general supervise and control all of the business and affairs of the corporation. He may sign, with the secretary or any other proper officer of the corporation authorized by the board of directors, any deeds, mortgages, bonds, contracts, or other instruments which the board of directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the board of directors or by these bylaws or by statute to some other officer or agent of the corporation; and in general be shall perform all duties incident to the office of President/Executive Director and such other duties as may be prescribed by the board of directors from time to time.

6. Vice-President/Deputy Director. In the absence of the President/Executive Director or in event of his inability to act, the Vice-President/Deputy Director shall perform the duties of the President/Executive Director, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President/Executive Director. Any Vice-President/Deputy Director shall perform such other duties as from time to time may be assigned to him by the President/Executive Director or by the board of directors.

7. Treasurer/Controller. If required by the board of directors, the Treasurer/Controller shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the board of directors shall determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositaries as shall be selected in accordance with the provisions of Article V of these bylaws; and in general perform all the duties incident to the office of Treasurer/Controller and such other duties as from time to time may be assigned to him by the President/Executive Director or by the board of directors.

8. Secretary. The Secretary shall keep the minutes of the meetings of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigend to him by the President/Executive Director or by the board of directors.

9. Assistant Treasurers and Assistant Secretaries. If required by the board of directors, the assistant treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the board of directors shall determine. The assistant treasurers and assistant secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer/Controller or the Secretary or by the President/Executive Director or the board of directors.

ARTICLE V - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

1. Contracts. The board of directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

2. Checks, Drafts, etc. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the board of directors. In the absence of such determination by the board of directors, such instruments shall be signed by the Treasurer/Controller or an assistant treasurer and countersigned by the President/Executive Director or Vice-President/ Deputy Director of the corporation.

3. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositaries as the board of directors may select.

4. Gifts. The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the corporation.

ARTICLE VI - PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No director, officer or employee of a member of the committee of or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, that this shall not prevent the payment of any such person of such reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as shall be fixed by the board of directors; and no such person or persons shall be entitled to share in the distribution of any corporate assets upon the dissolution of the corporation. Upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the board of directors, shall be distributed, transferred, conveyed, delivered or paid over in such amounts as the board of directors may determine or as may be determined by a court of competent jurisdiction upon application of the board of directors, exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

ARTICLE VII - EXEMPT ACTIVITIES

Notwithstanding any other provisions of these Bylaws, no director, officer, employee, or representative of this corporation shall take any action or carry on any activity for or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code and its regulations as they now exist and as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170 (c) (2) of such Code and Regulations as they now exist or as they may hereafter be amended.

ARTICLE VIII - BOOKS RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its board of directors, and committees having any of the authority of the board of directors. All books and records of the corporation may be inspected by any director, or this agent or attorney for any proper purpose at any reasonable time.

ARTICLE IX - FISCAL YEAR

The fiscal year of the corporation shall begin on the first day of June and end on the last day of May in each year.

ARTICLE X - SEAL

The board of directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal of The Mountain-Plains Education and Economic Development Program, Inc."

ARTICLE XI - WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Non-Profit Corporation Act of Montana or under the provisions of the articles of incorporation or the bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII - AMENDMENTS TO BYLAWS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the directors present at any regular meeting or at any special meeting, if at least five days written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at such meeting. Know all men by these presents: That we, the undersigned, being all directors of The Mountain-Plains Education and Economic Development Program, hereby assent to the foregoing bylaws and adopt them as the bylaws of said corporation.

In witness whereof, we have hereunto subscribed our names, this _____ day of _____, 1972.

_____
Chairman, Gordon Bollinger

_____
Vice Chairman, Delbert Engelking

_____
Vice Chairman, William Youpee

Know all men by these presents: That the undersigned secretary of the corporation known as The Mountain-Plains Education and Economic Development Program, Inc., does hereby certify that the above and foregoing bylaws were duly adopted by the directors of said corporation, as the bylaws of said corporation, on the ____ day of _____, 1972, and that they do now constitute the bylaws of said corporation.

ATTEST:

_____
Secretary, Newell B. Anderson

GRID SHOWING SUGGESTED BOARD ROTATION *

REPRESENTING AGENCY:

Years **	Governor's Rep. (2ai)	State Dept. Ed. (2bi)	Vocational Ed. Dept. (2ci)	Tribal Rep. (2di)	Local Rep. (2fi)
1	Montana North Dakota Idaho	North Dakota South Dakota Idaho	Montana Nebraska Wyoming	Nebraska South Dakota Montana	Montana
2	Montana North Dakota Idaho	North Dakota South Dakota Idaho	Montana Nebraska Wyoming	Nebraska South Dakota Montana	Montana
3	South Dakota Nebraska Wyoming	Idaho Montana North Dakota	Nebraska Montana Wyoming	Idaho South Dakota North Dakota	Montana
4	South Dakota Nebraska Wyoming	Nebraska Wyoming Montana	Idaho South Dakota North Dakota	Montana North Dakota Idaho	Montana

* BOARD OFFICIALLY ADOPTED - 10-29-71
** Reference to the By-Laws, Article III, Section 2

PROGRAM MISSION

To ensure the productive employability, effective family functioning, participation in the community environment, and life satisfaction of selected rural disadvantaged families.

MANAGEMENT PHILOSOPHY AND APPROACH

A management philosophy is a pervasive system of thought based on perceived relationships between concepts and principles that supplies a basis for rational solutions of problems (i.e. objectives, policy, functions, personnel, executive leadership, morale, procedure, organizational structure, physical performance, factors, standards of organizational conduct, etc.).

Management philosophy must encompass the economic, social, political, ethical and methodological realms and take all of these into consideration in decision-making. Management philosophy, combined with knowledge and judgment, is the prime factor in keeping Mountain-Plains operating safely, effectively and efficiently. It is the basic thinking that underlies and guides all decision-making.

In a non-profit corporation such as Mountain-Plains, a Board of Directors supplies the legislative direction for the program. Board policy statements document policies in being for the governance of the corporation. They give direction, authorize action, and establish responsibilities and provide guides for action in legal situations. The Executive Director is the Chief Executive Officer of the Board and has the responsibility to implement the policies legislated by the Board. The manner in which the Executive Director implements this legislation depends upon his management philosophy.

Tenets of the Mountain-Plains management philosophy include:

1. Management is the direction of means and methods toward the accomplishment of given objectives.

2. Management must act.

3. To throw decisions into the area of joint determination is to abdicate the function of management.

4. Goodwill cannot eliminate the need for the harder effort to define policies and draw lines which enable management to act quickly and decisively. Appeasement may be only an evasion of principle.

5. Management is the guardian of the taxpayer and student.

6. It is management's job to promote the success of the entire program.

7. Creative conflict is perhaps the best way today to resolve adverse concerns.

8. In this complex inter-change of people and materials, students, staff, buildings, etc., judgments is required of all levels of supervisors, not once, but many times a day. Mountain-Plains does not run automatically.

9. It is the duty of management to adjust people, equipment, buildings, materials in the most efficient manner possible. Costs must also be kept in line. If Mountain-Plains were not cost effective, it would eventually be discontinued.

10. Employee relations is only one, and perhaps not the most important, of the decisional situations which management faces as it goes about the overall task of assuring the survival and growth of the program.

11. Management is, of course, interested in the security and well-being of its employees. But no matter how deep the desire of the Mountain-Plains Corporation to improve conditions of the employees, Management cannot escape the proposition

that costs and efficiency relate to success and therefore business necessity continues to require management in one way or another to reduce costs.

12. Willingness to subordinate one's personal interests to those of the organization underlies all aspects or morale. A person cannot just do whatever he/she wants to do, whenever he feels like doing it, and in any manner that happens to appeal to him.
13. Conformity with accepted standards of proper organizational conduct is necessary for political as well as moral reasons.
14. A Division Director's or Supervisor's responsibility and authority, as is the Executive Director's responsibility and authority, are received by delegation from a higher source. Such delegation are made to a position, rather than to an individual.

An employee owes his/her employer:

1. A day's work for a day's pay.
2. Loyalty to one's employer, or at least allegiance.
3. A cooperative attitude toward one's colleagues.
4. Sincerity.
5. Responsibility.
6. Support of organizations goals and objectives.
7. Positive use and maintenance of the employer's resources.
8. Ethical performance.
9. Objectivity.
10. Actions based on verified facts, instead of rumor, hearsay, or assumption.

11. Use and adherence to policy, procedure, etc.
12. Tact in voicing concern through the creative conflict process.

Management's obligation to its staff includes:

1. The use of satisfactory methods for anticipating the program future.
2. The existence of definite, written organizational plans, based on facts, sound objectives and standards of organizational conduct.
3. The use of sound principles and methods in the solution of organizational problems.
4. The use of positive rather than negative methods of leadership.
5. The provision of quality personnel at every position.
6. Organizational discipline.
7. Knowledge by employees on all organizational levels concerning the nature of and relationship between objectives, functions, responsibilities and authorities.
8. Organizational stability, growth, balance, flexibility.
9. Achievement of objectives and excellence in program results; action when objectives are not achieved to see that such achievement occurs.

Management Council

To assist in program coordination at Mountain-Plains, the seven top managers meet weekly as a Management Council. Those meeting include the Executive Director, the Deputy Director, the Director of Research Services, the Controller, the Associate Director Education Services, the

Administrative Assistant State Office Operations, and the Coordinator of Student Services. Each division of Mountain-Plains is represented by the director of that division.

The agenda items for each Management Council meeting are submitted by the members in advance and presented by the person submitting them. Topics range from proposed changes in procedure to proposed program changes to information items concerning actions which are planned. Management Council considers these items and comes to a joint decision based upon their discussion. Projects requiring cooperative actions by more than one Management Council member are identified and arrangements are made for the respective Management Council member or members of their staffs to meet later.

Other than for certain subjects such as personnel policy or legal matters, the Executive Director generally abides by the concensus of the group. Although he may overrule any concensus decision at any time, he rarely does so. This approach creates the proper atmosphere for responsible discussion of the issues and creative conflict and resolution.

Minutes of these Management Council meetings are taken and distributed to all staff as required reading. They are also discussed in weekly division staff meetings and interpreted orally as necessary by the respective division director.

APPENDIX D

Job Description of Three Central
Executive Office Staff

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Executive

Job Classification (Salary Schedule): Range 1, Step Negotiable

A. Position Title: Executive Director/President

B. Job Qualifications:

Doctorate degree preferred. High degree of administrative experience in corporate or educational systems that includes several years in management or administration of program activities that cover all aspects of an educational system with demonstrated management ability in areas of design, implementation, personnel, direction, controlling, planning and evaluation, facilities operation, budget preparation and instructional assessment.

C. Primary Job Function(s):

The Executive Director/President is the chief executive officer and administrative manager of the corporation and program. The Executive Director of the Mountain-Plains Program will create, develop and administer all program activities and is responsible for its overall direction, leadership, coordination and product. He will act in accordance with the Grant Legislation, within the authority provided him by the Board of Directors, and in accordance with the program's stated purpose. The Director's management goal is to create and operate a multi-purpose economic development program that is designed to serve primarily the rural disadvantaged people residing in the six-state region.

D. Major Duties and Responsibilities:

The Executive Director/President is primarily responsible for continuous involvement in the following activities and shall:

1. Be responsible for creation, development and administration of all program activities and the responsibility for its overall direction, leadership, coordination and product.
2. Manage the operation of the program, insuring that it is in tune to the total program plans and objectives and in harmony with the overall operations.
3. Create and operate the Model IV Residential Career Education Program.
4. Provide for the overall management of the corporation and program.
5. Due to the residential nature of the program and the direct responsibility for resident student families and facilities, buildings, safety, and equipment, Mountain-Plains requires the Executive Director as a staff member to reside at Glasgow Air Force Base, and to be on-call for the employer's convenience 24 hours a day.
6. Be responsible for the provision of a comprehensive management plan for action, as well as its corresponding plan of evaluation.
7. Provide for expressed or implied policy statements of principles and rules that guide and constrain the organization's thought and action.
8. Synthesize relationships between functions, physical factors and personnel.

9. Relate activities with respect to time and order of performance.

E. Reporting Relationships:

The Executive Director/President is responsible directly to the Mountain-Plains Board of Directors and its chairman. Five positions are directly responsible to the Executive Director: The Deputy Director/Vice-President, Associate Director of Family Services, Associate Director of Educational Services, Associate Director of Research Services and the Associate Director of Administrative Services. Additional reporting relationships involve the Accounting Services unit and the Management Information System unit.

Approved by: _____

Date: _____

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Executive

Job Classification (Salary Schedule): Range 2, Step E

A. Position Title: Deputy Director/Vice-President

B. Job Qualifications:

Bachelor's degree required, Master's desired, Doctorate preferred - emphasis in business administration, education, psychology or related area. High degree of administrative experience and depth in educational and project oriented organizational systems desired. Education and experience geared to education, business and institutional operational management. An understanding of Federal funding endeavors is desirable. Governmental experience is desired. Experience with state or Federal agencies is preferred. Political understanding desired. Research experience desirable. Manpower programming experience and interest desired. Personnel and budgetary experience needed. Familiar with modern organization and management methods, procedures and techniques.

C. Primary Job Function(s):

The Deputy Director position is the second line command position designed to assist the Executive Director with the overall management of the corporation and the progam. The primary function of the position is to provide leadership and direction for program and staff. It requires the making of decisions consistent with the Executive Director, Board of Directors, Grant Authority

and Program Goals and Objectives. It requires the formulation of program goals, objectives, and determining of priorities for action. It provides for a comprehensive management plan for action as well as a corresponding plan of evaluation. It necessitates planning and integrating a performance capability that can accomplish specified purposes, according to plan. The Deputy Director assists in the staffing for the capability of the program - assigning responsibilities and delegating authority. The Deputy Director assists the Executive Director in directing, coordinating and controlling work efforts. The Deputy Director has a responsibility to establish and maintain an effective climate for productivity in staff morale. It is the Deputy Director's responsibility to find and solve managerial and operational problems. The Deputy Director has a responsibility to appraise performance and results in staff and operations. The Deputy Director prepares and submits required project plans, budgets and reports. The Deputy Director performs necessary administrative duties for the Executive Divisions area of accountability. The Deputy Director performs other tasks, which the Board of Directors and Executive Director may assign. The Deputy Director is responsible for improving planning for program operation. He provides a basis for improved coordination and continuity of activities. The Deputy Director acts in the absence of the Executive Director.

D. Major Duties and Responsibilities:

The Deputy Director/Vice-President of the Mountain-Plains Program is primarily responsible for continuous involvement in the following activities and shall:

1. Act to create, develop and administer all program activities. Be responsible for its overall direction, leadership, coordination and product.
2. Stimulate and coordinate on-going divisional planning and programming.
3. Be responsible for the administration and the operation of the Executive Division, insuring that the program is in tune to the total program plans and objectives and in harmony with the overall operations.
4. Shall provide the primary function of insuring cross divisional integration and coordination.
5. Make decisions consistent with the Board of Directors, the Grant Authority, Program Goals and Objectives.
6. Be responsible to formulate the program goals, objectives, and determine priorities for action.
7. Provide direction coordination and controlling of work efforts.
8. Provide for expressed or implied policy statements of principles and direction that guide and constrain the organization's thought and action.
9. Relate properly the organization's work to its objectives.
10. Provide for managerial and operative functions, i.e., planning, organizing and controlling activities to accomplish organizational objectives.

11. Continue organizational structure, i.e., synthesize relationships between functions, physical factors and personnel.

12. Coordinate action - relate activities with respect to time and order of performance.

13. Develop and maintain channels of communication between himself and members of the other four divisions, regarding all aspects of career education concepts, construction, facilities utilization and etc.

14. Due to the residential nature of the program and the direct responsibility for resident student families and facilities, buildings, safety, and equipment, Mountain-Plains requires The Deputy Director as a staff member to reside at Glasgow Air Force Base, and to be on-call for the employer's convenience 24 hours per day.

15. Serve on the Management Council.

E. Reporting Relationships:

The Deputy Director is responsible directly to the Executive Director/President of Mountain-Plains. Four positions are directly responsible to the Deputy Director: Associate Director for Educational Services, Associate Director for Administrative Services Associate Director for Family Services, Associate Director for Research Services. Additional reporting relationships involve the Accounting Services unit, Prescription Sequencing and the Management Information System.

Approved by: _____

Date: _____

MOUNTAIN-PLAINS
JOB DESCRIPTION

DIVISION: EXECUTIVE

JOB CLASSIFICATION: (Salary Schedule)

A. Position Title: Executive Secretary

B. Job Qualifications:

High degree of proficiency in secretarial and administrative skills, obtained through education or experience.

C. Primary Job Function(s):

Coordinate all activities to and from the Executive Offices. Assume the position of liaison between the public, the staff of Mountain-Plains Program and the Executive Offices.

D. Major Duties and Responsibilities:

1. Provide efficient secretarial work for the Executive Director and the Deputy Director in preparing documents, letters, memos, purchase requisitions, material requisitions, weekly expense reports, travel authorization and telephone logs.

2. Set up and maintain a filing system found to be most effective and useful to the Executive Division.

3. Record and distribute minutes of the Management Council meetings and Board of Directors meetings.

4. Set up schedules for trips, conferences and meetings for the key staff of Mountain-Plains and prepares those materials needed for such events. Make reservations, appointments, etc.

5. Arrange for accommodations of incoming guests. Act as hostess for the company at any time.

6. Be informed on the current policies and procedure of the company and the local trends and activities which may relate to the social and professional obligations of the Executive Director and the Deputy Director.

7. Be prepared to serve as an example to the secretarial staff of Mountain-Plains Program.

8. Complete any duties deemed necessary by the Executive Director or the Deputy Director.

E. Reporting Relationship:

Reports directly to the Executive Director and Deputy Director.

Approved By: _____

Date: _____

APPENDIX E

Selection Criteria and Student Family Characteristics

SELECTION CRITERIA

ADULTS	Head-of-household, age 18 or over
FAMILIES	Two or more members, including at least one adult, related by birth, adoption, or marriage
RURAL RESIDENCE	Montana, N. Dakota, S. Dakota, Idaho, Wyoming, Nebraska
OCCUPATIONALLY DISADVANTAGED	Without marketable job skills (technical and/or attitudinal) or the opportunity to obtain them, and subsequent history of unemployment or underemployment
LITERATURE AT A MINIMUM LEVEL	For adults, fifth-grade reading level and fourth-grade math level
ABLE TO WORK	Good health, physically mobile, mentally able (at least one arm and one leg, no mental illness or mental retardation, no wet alcholism or active drug dependency, minimum vision and hearing)
SOCIALLY ACCEPTABLE AT A MINIMUM LEVEL	No existing communicable diseases, no criminal charges with court action pending
COMMITMENT TO CHANGE	Relocation to Glasgow A.F.B.; agreement to participate in all aspects of the program

MOUNTAIN-PLAINS IN COMPARISON TO
REGIONAL* AND NATIONAL** STATISTICS
IN SELECTED AREAS

		September - October		
		M-P	Regional	National
1.	PERSONS PER HOUSEHOLD	3.50	3.20	3.17
2.	MARRIED HEADS OF HOUSEHOLDS	78.87		
3.	DIVORCED HEADS OF HOUSEHOLDS	14.60		
4.	SEPARATED HEADS OF HOUSEHOLDS	2.02		
5.	MEAN EDUCATIONAL GRADE COMPLETED			
	HOH	10.94	12.20	12.20
	SPOUSE	11.32		
6.	MEAN FAMILY INCOME	3182.44		12,157.00 (1973)
7.	PER CAPITA INCOME	909.27	3304.00	3910.00
8.	PERSONS BELOW POVERTY LINE	67.64	*1.90	**11.00
9.	PERSONS RECEIVING COMMODITIES	12.41	1.80	2.10
10.	PERSONS USING FOOD STAMPS	55.20	2.60	3.20
11.	PERSONS RECEIVING GENERAL ASSISTANCE	13.93	.04	.27
12.	FAMILIES RECEIVING ADC	50.00	.23	4.10
13.	AVERAGE MONTHLY ADC PAYMENT	63.28	174.00	187.00

* Regional statistics are determined by averaging statistics for the 6 states served by Mountain-Plains.

** All regional and national statistics are for the year 1970 unless otherwise indicated.

STUDENT FAMILY
PRE-CENTER CHARACTERISTICS

1. FAMILIES PER STATE:
   - MONTANA.....168 Families
   - NORTH DAKOTA.....167 Families
   - SOUTH DAKOTA.....167 Families
   - WYOMING.....198 Families
   - IDAHO.....180 Families
   - NEBRASKA.....165 Families

2. SINGLE PARENT FAMILIES.....20.85%

3. AVERAGE FAMILY SIZE.....3.50 Members

4. NUMBER OF CHILDREN.....1781 Children

5. AVERAGE AGE - HOH.....26.29 Years

6. AVERAGE AGE - SPOUSE.....23.17 Years

7. AVERAGE AGE - CHILDREN.....5.30 Years

8. PERSONS WITH DISABILITIES.....3.64%

9. VETERANS - HOH.....31.41%

10. FAMILIES OF RACIAL MINORITY.....20.04%
    - INDIAN.....69.65%
    - LATIN AMERICAN.....24.38%
    - BLACK.....3.98%
    - OTHER.....1.99%

11. AVERAGE EDUCATIONAL GRADE COMPLETED - ADULT:
    - HOH.....10.94 Grade
    - SPOUSE.....11.32 Grade

12. HAD PREVIOUS CLASSROOM VOCATIONAL TRAINING:
    - HOH.....27.17%
    - SPOUSE.....16.09%

13. AVERAGE NUMBER OF JOBS DURING PAST 3 YEARS:
    - HOH.....2.97 Jobs
    - SPOUSE.....2.09 Jobs

14. AVERAGE LENGTH OF JOBS:
    - HOH.....24.16
    - SPOUSE.....20.67

15. EMPLOYMENT STATUS AT TIME OF ENTRY - HOH:

EMPLOYED FULL TIME	39.63%
UNEMPLOYED	55.63%

16. EMPLOYMENT STATUS AT TIME OF ENTRY - SPOUSE:

EMPLOYED FULL TIME	19.02%
UNEMPLOYED	76.99%

17. AVERAGE FAMILY INCOME FROM

EMPLOYMENT IN PAST YEAR	$3182.44

18. RECEIVED WELFARE OVER PAST YEAR.....38.62%

GENERAL ASSISTANCE	13.93%
OLD AGE ASSISTANCE	00%
AID TO BLIND	00%
MEDICAL	9.70%
OTHER	8.46%
CHILD CARE	2.49%
AID TO DISABLED	16.42%
AID TO DEP. CHILDREN	50.00%

19. RECEIVED COMMODITIES OVER PAST 12 MONTHS.....12.41%

20. RECEIVED FOOD STAMPS OVER PAST 12 MONTHS.....55.20%

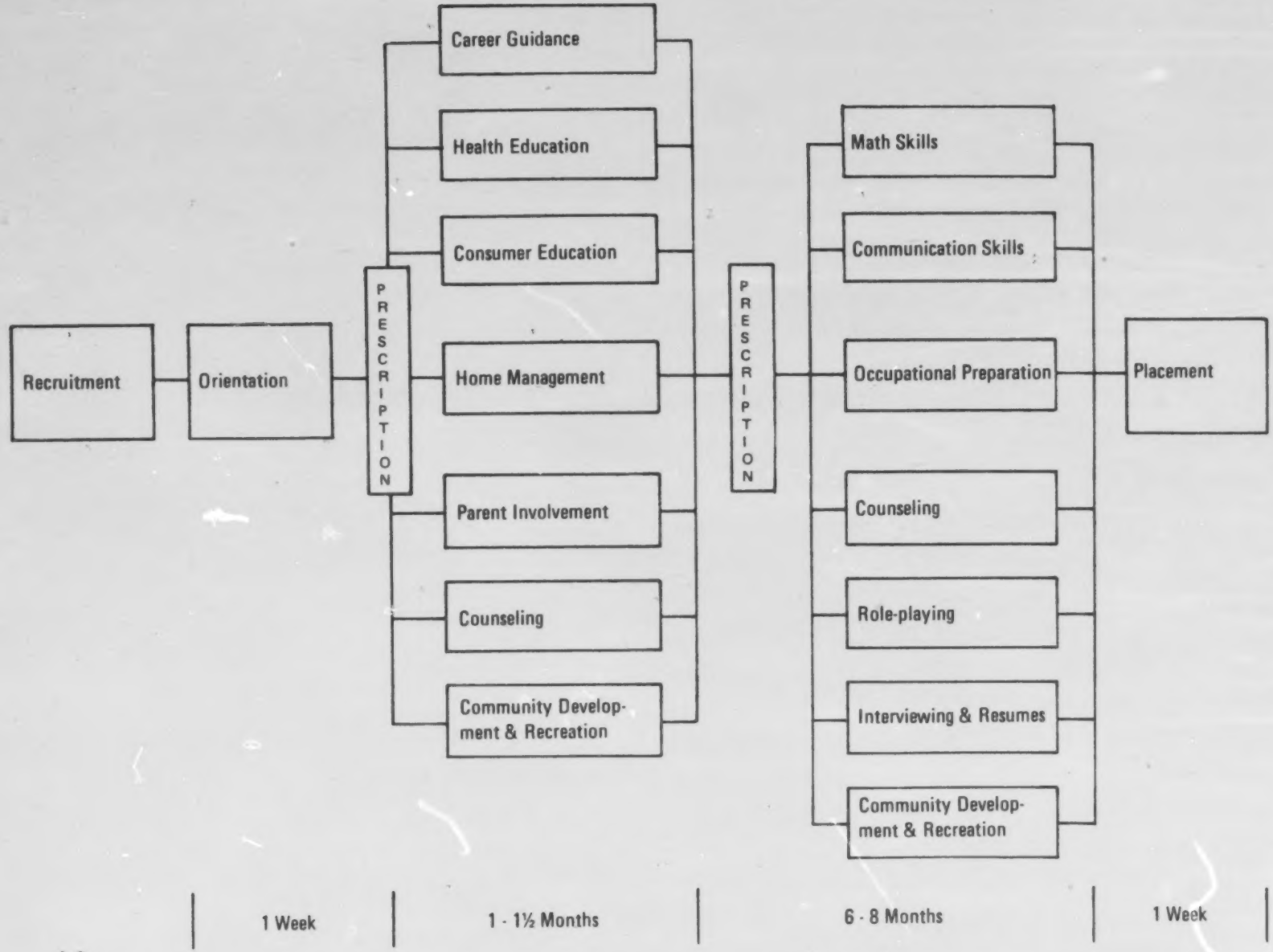
21. HAVE FAMILY MEDICAL INSURANCE.....23.69%

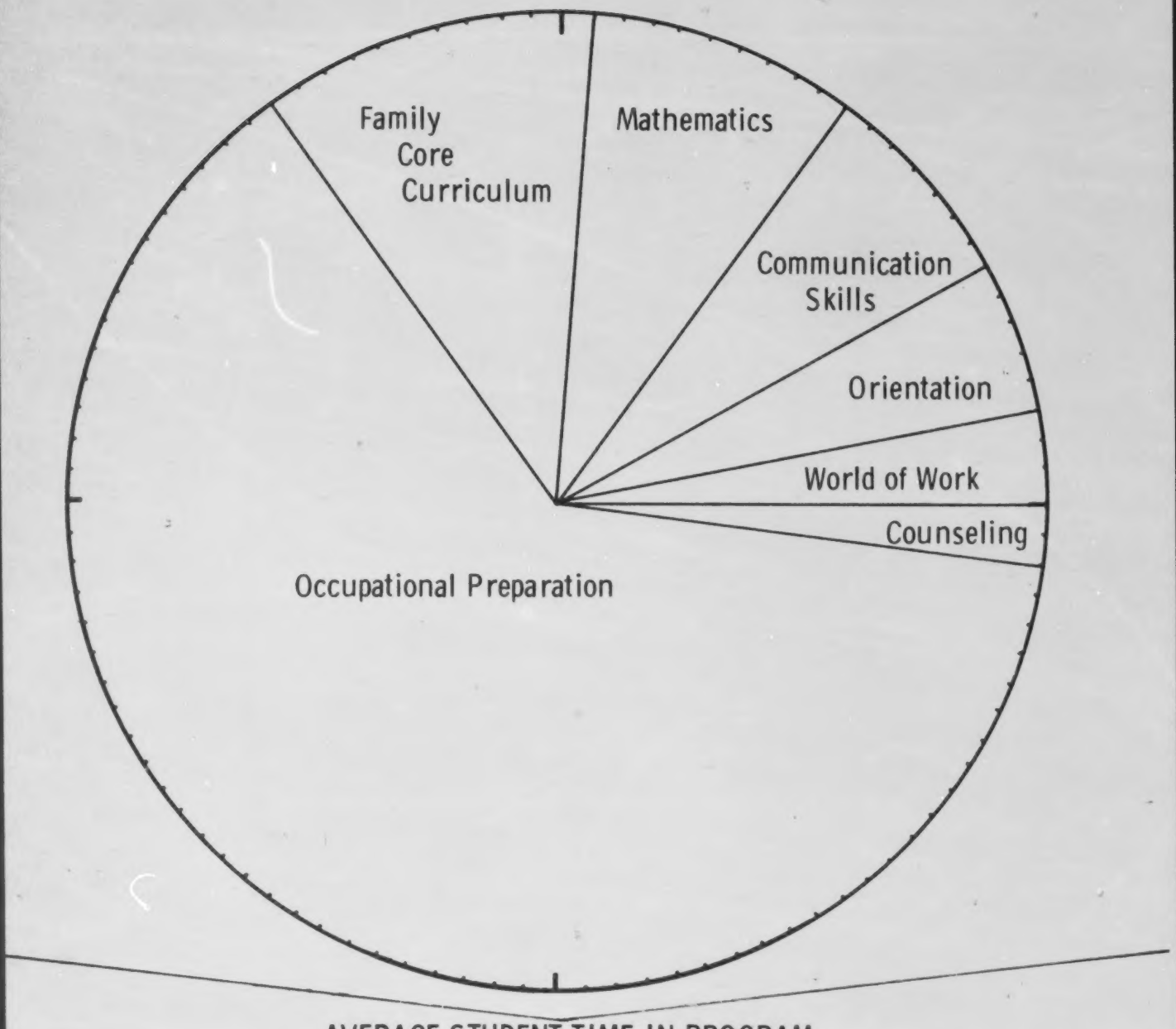
22. TYPE OF HEALTH SERVICES NEEDED:

DENTAL	50.53%
OPTICAL	21.43%
MEDICAL	25.93%
PSYCHOLOGICAL	2.12%

APPENDIX F

Student Flow-Through


Career Guidance
Health Education
Consumer Education
Recruitment
Orientation
PRESCRIPTION
Home Management
Parent Involvement
Counseling
Community Development & Recreation
PRESCRIPTION
Math Skills
Communication Skills
Occupational Preparation
Counseling
Role-playing
Interviewing & Resumes
Community Development & Recreation
Placement
1 Week
1 - 1½ Months
6 - 8 Months
1 Week


Family
Core
Curriculum
Mathematics
Communication
Skills
Orientation
World of Work
Counseling
Occupational Preparation
AVERAGE STUDENT TIME IN PROGRAM

APPENDIX G

Educational Philosophy, Responsibility and Approach

EDUCATIONAL PHILOSOPHY

We believe that education by its very nature involves a commitment to change.

We believe learning is not an isolated event but a process which involves the total makeup of each individual.

We believe it is the responsibility of education not only to impart subject matter knowledge but to change student behavior.

We believe that education has a responsibility to determine not only minimally acceptable levels of knowledge and skill performance but also the minimally acceptable levels of behavior necessary for achievement of societal and student goals.

We believe that students should be able to begin in an educational program at their present level of knowledge, proceed at their own best and honest pace, and complete their education when they can show competence at a pre-determined level.

We believe in behavioral modification techniques and believe that in a relatively short time the proper application of these techniques can result in adequate and permanent behavioral change.

We believe that staff as well as students are responsible for student progress and change.

PROGRAM RESPONSIBILITY

To bring our target population families and individual students to those minimally-acceptable levels of subject-matter knowledge and behavior (student terminal performance objectives) established by the program as related to and necessary for the attainment of our program goal.

THE MOUNTAIN-PLAINS SYSTEMS APPROACH

Mountain-Plains uses a common approach throughout the program in dealing with students.

This approach is to:

1. Define minimum levels of acceptable performance, based upon program goals, for both families and students over a range of program objectives.

2. Determine for each student and family entering the program their deficiencies from these pre-set minimum levels and therefore what we are trying to accomplish with each of them.

3. Schedule and apply the program in such manner as to treat and attempt to eliminate these specific deficiencies for each student and family.

PROGRAM STAFF RESPONSIBILITIES

Defining and Enforcing Acceptable Levels of Performance

Minimally acceptable competency levels in subject matter areas are defined by written and performance tests. The definition of minimally acceptable behavior patterns for employability is based upon those behavioral requirements necessary to maintain employment in each career choice and to achieve other program goals. The categories of employability behavior with which Mountain-Plains is concerned are listed on the Developmental Employability Traits (DET) form. It is the responsibility of the instructor or staff member in each area to determine the minimally acceptable levels for this behavior which relate to employability, etc.

In enforcing the definition in the classroom, the staff member is to insist that the student practice from the first day those work habits and behavior that are necessary in both an educational and work environment, such as personal accountability, industriousness, and quality in the work done. In addition, the program staff member is to see that the student is aware of and able to display that additional behavior, such as appropriate dress and grooming, necessary in the post-program work environment but not required in the present educational environment.

Identifying Deficiencies and Confronting the Student

In applying the Mountain-Plains approach it is necessary to identify for each family and individual student their present deficiencies with regard to relevant program objectives. For program curricular areas this is done through pretesting. The student then

begins at his present level of knowledge and skill and works on his particular areas of deficiency in the curriculum until he meets minimum competency levels.

Staff should use the same approach with behavioral problems - identifying each student's deficiencies in behavior and working with that student on his particular problems until he meets minimum competency levels for the identified behaviors. Based upon this approach we can decide what we are attempting to accomplish with each student and family. The first step in dealing with behavioral problems is to privately confront the student. Be specific about his problems and then ask the student if he agrees with this problem identification. You should then discuss with the student that behavior you consider to be acceptable, and negotiate those problem areas on which the student will work in the future. At first only certain deficiencies may be considered, but eventually all of the deficiencies we perceive should be alleviated. Part of this negotiated agreement may state how the student wishes the staff member to help. The result, whether written or not, is a developmental contract between student and staff member, hopefully including student commitment to the change decided upon. Any consequences for lack of success at this point are between the staff member and student and may not even be stated.

Reinforcing Success

In order to learn desirable new habits and new behavior the student is going to have to be reinforced when that new behavior occurs. Compliment the student when he changes his behavior - even if it is only a small change in the right direction. Show approval,

even if it is only a verbal pat on the back. Such reinforcement is probably the easiest but most important part of the Mountain-Plains approach. Don't just accept proper behavior without notice. If such behavior is new to the student and is not rewarded, he is certain to stop the new behavior and revert to his old habits. Maintain the new behavior through positive reinforcement.

Getting Others Involved

Other program resources are available for assistance in achieving specific student changes. These include Counseling, role-playing within Career Guidance, and Home and Personal Improvement (HPI) within the Family Core Curriculum area. Staff members should make themselves familiar with the objectives of these programs and resources. Referrals to any of these areas should go through the Student Advisor. Remember, however, that a referral only gets other involved. It does not relieve the staff member making the referral from the responsibilitiy to continue working with the student.

If There is Still No Progress, Moving to a Team Approach

In the natural course of events it may be necessary to run through the above sequence several times, confronting the student for failure to respond, discussing again the problem and what each will do, asking the Counselor to become involved, reinforcing small successes, etc. However, if adequate progress is still not being made with a particular student, it may be necessary to request through a Communications Meeting that a team or case conference occur. Such conferences are designed to deal with students who refuse or fail to make the necessary changes through the application of the regular Mountain-Plains Program. A case conference may be

called to coordinate the efforts of the staff members dealing with the student and may not include the student. If the student is involved in the case conference, the result of such conference will probably be a coordinated developmental contract. However, with a team conference the student is always present and the result of the team conference is most often a behavioral contract. A behavioral contract includes a definition of the problem, a requirement for change, and statement as to what each of the parties will do in attempting to accomplish this change. Behavioral contracts also include stated consequences if such change does not occur. These consequences may be simply to meet again if the group fails to achieve their goals. If improvement does not eventually occur as required, referral to the Review Board may be necessary. Such referral may result in a last-chance contract or in administrative dismissal.

Hopefully, through proper and early identification of the problem and assistance to the student, including positive reinforcement of any changes that occur, most students will obtain minimally acceptable competencies and proper employability behaviors and can then become program completers. The message to Mountain-Plains students is "Change or leave, but if you want to change we will help you do it".

APPENDIX H

Quantification of Potential Target Population

- "The basic demographic, income and employment data indicates that the target population in various regions--and of different races--confront the same problems (of rural poverty, seriously deprived living conditions well below generally accepted criteria of decency, employment difficulties and inability to break the poverty cycle) and could benefit from programs that aid the Mountain-Plains target group."

- "These tabulations suggest that the population to which Mountain-Plains results could be generalized is quite large."

- "Within the six-state region served by Mountain-Plains the number of families in the target population is 470,600."

- "In this nation as a whole, the target population numbers 2,500,000 families."

From: Basic Quantification of the Potential Target Population for Family-Based Career Education--Abt Associates, Inc., August, 1975.

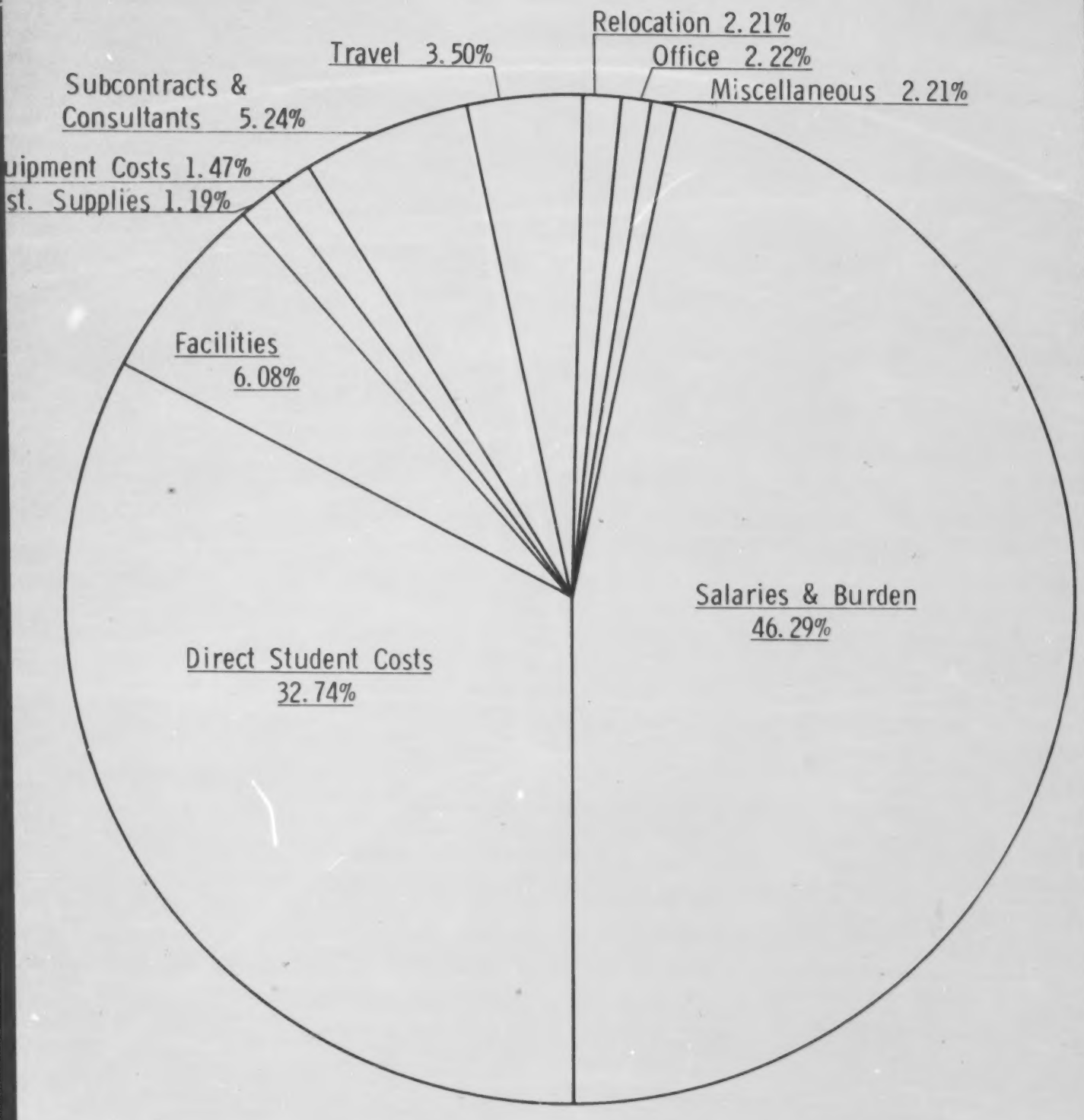
APPENDIX I

FY '75 Budget Overview

FY 75 BUDGET

Line Items			Actual Cost FYE 8-31-75
01	Salaries		$ 1,900,842
01	Stipend		843,129
20	Burden		502,988
25	Incentive Reward		109,814
32	Building & Grounds Maint.	$ 197,579	
33	Utilities	366,739	
34	Rentals	16,999	
35	Joint Usage	111,300	692,617
37	Instructional Supplies		82,579
41	Trainee Equipment		8,276
42	Staff Equipment		1,342
43	Equipment Rental		46,336
44	Equipment Maintenance		14,469
46	Consultants	21,268	
47	Data Services	47,994	
48	Other Sub-Contracts	45,090	114,352
55	Travel		123,509
56	Vehicle Rental	23,915	
57	Vehicle Operation Expense	50,145	74,060
59	Relocation Expense		153,889
61	Office	21,875	
62	Postage	8,966	

Line Items			Actual Cost FYE 8-31-75
63	Reproduction	14,419	
64	Maintenance Supplies & Other	7,095	52,355
66	Telephone		74,501
71	Magazines & Subscriptions		4,185
74	Conferences & Memberships		2,903
77	Freight		4,036
81	Insurance		20,076
82	Student Medical Cost		185,608
85	Student Referrals & Interviews		30,045
87	Student Dislocation		-0-
91	Recruitment		17,060
	TOTAL		$5,058,971



PROGRAM COSTS & RELATED PERCENTAGES
FOR 12 MONTHS ENDING AUGUST 31, 1975

Total Budget for 12 months ending August 31, 1975 - $5,058,971

APPENDIX J

Policy and Procedure Manual for Mountain-Plains

POLICIES

AND

PROCEDURES

for

MOUNTAIN-PLAINS EDUCATION AND ECONOMIC DEVELOPMENT PROGRAM, INC.

This date (12-1-75) represents a major revision of this publication and is a continuance of the action so listed below.

1973

Updated by Board Action

Dated 11/15/73

Signed Hugo Smith

MEMO

to those who use this manual . . .

THIS SET OF POLICIES AND PROCEDURES WILL

NEVER BE COMPLETE

A dynamic corporation undergoes constant change. From time to time new statements will be sent to you, or amended versions of pages you already have in this book.

To keep your Manual up to date, just take a moment to snap the new sheets in it when they arrive. Be sure to destroy the old version of a page when you add its new replacement. The date on the page will be your guide.

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Miscellaneous B100

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PREFACE

FUNCTIONS OF MOUNTAIN-PLAINS BOARD

There are several ways by which the functions, powers, and duties of boards can be defined.

1.0 Policy Determination

A policy is a definite course of action adopted by a board of directors for the staff to pursue. It determines the activities purposes, governing principles, financial procedures, and personnel practices of the program. Policies are guides to employees in the organization. Only the board can change policy or vote exceptions.

The differences between policy and day-to-day operation decisions are frequently misunderstood. Many decisions made by the staff actually represent policy; therefore, administration is simplified and made more efficient by the adoption of guiding policies. Lack of policy burdens the staff and operation with many repetitive decisions. The chief executive should be alert to spot recurring problems, and he should report information about these difficulties to the board so that the board can determine future policies which are appropriate and effective.

Both board members and professional staff have the responsibility for recommending policies. However, the board alone is responsible for policy determination. Policy execution is the job of the executive and his staff. The executive is responsible to the board for results, and the board should request and receive all necessary information with which to judge the executive and his staff.

2.0 Procedures

The job of the board may be defined in terms of the procedures it follows:

2.1 The board reviews periodic operating and financial statements, reports, and minutes of meetings. It may request special information reports about the operation when they are needed in order to make decisions. This is the principal way it keeps itself informed of executive operations and committee actions.

2.2 The board confirms, modifies, or rejects executive or committee proposals.

2.3 The board counsels and provides group judgment when the executive presents plans or administrative decisions in initial stages.

2.4 The board performs its primary function when it considers, debates, and decides on issues, and thereby establishes or changes policy.

2.5 The board as a whole, or by appointed representation, negotiates for the organization with other organizations, such as funding agencies, vendors, and labor unions.

3.0 Specific Duties

Specific duties of a board may be described in several categories:

3.1 To perform its legal responsibility. A board is legally bound to carry out purposes set forth in the organization's articles of incorporation, and it is bound to abide by the terms of any contracts which it negotiates.

3.2 To adopt by-laws, regulations, and operating procedures. These should specify the duties of the officers of the board and the procedures for transaction of business.

3.3 To select, employ, and if necessary, dismiss the executive. Perhaps the most important function of the board is to select its executive. The executive, more than any other one factor, determines the organization's performance, including the effectiveness of staff and the efficiency of operation.

3.4 The board should periodically appraise the performance of the executive and his staff by comparing information about the operation with previously-set goals and objectives.

3.5 To control the operating budget and the financial plan.

3.51 Income

When costs rise or income declines, a board faces financial stringency. There are three courses of action:

3.511 Make all reasonable economies.
3.512 See that additional income or funding is secured.
3.513 Stop selected expenses.

3.52 Budgeting

The budget is the most crucial part of program planning. Once set up, it is the master plan for administering the organization. These are the steps in budgeting:

3.521 The board forecasts changes in program, costs, and personnel and draws up a list of factors to be planned for the budget.

3.522 The board prepares and adopts a budget. (Either a finance committee or the executive and staff may actually prepare the budget.)

3.523 If necessary, in order to meet a funding agency's requirements, the organization adopts a revised budget.

3.524 The board takes any action required for changes or unusual expenditures. (Ordinary administration of the executive's responsibility.)

3.525 The board receives, reviews, and appraises periodic budget reports.

3.53 Insurance

The board is responsible for protecting the organization by insurance against fire, theft, embezzlement, public liability, and injury to employees. Retirement, hospital, and group insurance for employees should also be considered.

3.6 To care for and maintain property.

3.7 To be responsible for the program. The responsibilities of board members for a program of service are these:

3.71 To know the characteristics of a good service program.

3.72 To formulate and adopt program policy in writing. Such a statement declares purposes, defines the constituency, indicates scope of program, and specifies emphases and priorities.

3.73 To hold the executive responsible for studying needs in the area to be serviced, the reporting and assessing all information relevant to the program, and for recommending changes in the program.

3.8 To assure sound personnel policies and select staff.

3.81 To adopt and periodically review a personnel policy.

3.82 To create staff positions by resolution. (In small organizations the board usually acts on all of them; in large ones it usually creates major positions and leaves the minor ones to the executive.)

3.83 To employ staff. The board delegates to the executive the responsibility for employee appointments.

3.84 To authorize and approve classification of employees.

3.85 To provide for the retirement of workers.

There are two keys to good personnel administration; an intelligent personnel policy adopted in written form by the board, and a competent executive to apply it.

3.9 To maintain good public information. How the community or region regards the organization will be determined by:

3.91 The quality of its services.

3.92 Organized public information efforts.

3.93 How the board decides concrete questions with public relations implications.

3.94 The sponsorship and prestige of the board.

3.95 The way community relationships are conducted.

3.96 Informal interpretations and testimony by those who know.

BOARD POLICIES

Definition of Terms 2

General Board Policies 3

Administration 3

Finance 4

Personnel 5

DEFINITION OF TERMS

100.0 - 199.9 BOARD POLICY

Board policy statements document policies in being for the governance of the Corporation. They give direction, authorize action, and establish limits for decision-making. They establish responsibilities and provide guides for action in legal situations. Board policies are legislated by the Board of Directors.

200.0 - 299.0 MANAGEMENT POLICY

Management Policy, sometimes referred to as Management and Administrative Procedures, results from Board-legislated General Policy. Management policies are decisions made by the Executive Director and define decision-making boundaries, establish responsibilities and provide courses of action for recurrent situations within the organizational structure. They are subject to Board review, but are not legislated by the Board, and must be consistent with the Contract Terms and Conditions, Articles of Incorporation, Federal Register, and the General Board Policies, and other relevant covenants.

300.0 - 399.9 MANAGEMENT PROCEDURES

Procedures are detailed by operational communication documents written and used by management to implement policies within the organization and to outline operational details peculiar to that specific policy. These documents do not normally cross functional lines of responsibility and are normally limited to operational detail within the scope of responsibility of a particular organizational function. Procedures are normally issued by the Executive Director, and Associate Directors are reviewed by the Executive Director so as to be consistent with the Articles of Incorporation, Corporation By-Laws, Contract Terms and Conditions, the Federal Register, General Policies, Management Policies, or other relevant covenants.

BOARD POLICIES - GENERAL

100 - Board Policy

100.1 The non-profit corporation incorporated under the laws of the State of Montana on April 6, 1971, and serving the six-state region of Idaho, Montana, Wyoming, North Dakota, South Dakota, and Nebraska, shall be designated as the Mountain-Plains Education and Economic Development Program, Inc. (Mountain-Plains).

100.2 All policies and subsequent procedures shall be such as to adhere to:

A. The Articles of Incorporation
B. Corporation By-Laws
C. Federal Contract Terms and Conditions
D. Other applicable Federal and State Regulations

100.3 Resources will be utilized to create, operate, and maintain a Career Education program which is designed to improve the quality of life among people residing in the six-state region. The organization will function so as to provide research information to meet its obligations.

100.4 The Board possesses the authority and is chartered with the responsibility for providing legislation, administration, financial means, related regulatory powers, and commitment to public service as the governing body of the Corporation.

110 - Administration

110.1 The Board will employ an Executive Director in accordance with and adhering to the Articles of Incorporation, the By-laws of the Corporation, and the Federal Contract Terms and Conditions.

110.2 The Executive Director shall be the chief executive officer of the Board and shall have the responsibility to implement the policies legislated by the Board. The Executive Director shall from time to time recommend to the Board legislation necessary for the successful operation of the Corporation. The Executive Director shall prepare the agenda for Board meetings and the minutes thereof and is responsible for their appropriate distribution.

110.3 The Board delegates to the Executive Director authority to establish such management policies as are necessary to the operation of the Corporation and the achievement of its mission. Such policies shall be submitted to the Board for review. All such policies shall be consistent with the Articles of Incorporation, the By-laws of the Corporation, the Contract Terms and Conditions, and applicable State and Federal legislation. Such policies shall be referred to as Management Policies. Policy revisions or new policies which may from time to time be necessary to the operation of the Corporation shall be submitted to the Board as needed.

110.4 Management Procedure shall be established and implemented by the Executive Director, or persons so delegated by the Executive Director, not inconsistent with the Articles of Incorporation, By-laws of the Corporation, Contract Terms and Conditions, the Federal Register, or any covenant of restraint imposed upon corporate resources.

100.5 The Executive Director shall establish and furnish to the Board a plan for the organization and operation of the Corporation and provide timely reports of major revisions thereto. Staffing of the organization will be based on needs and functions delineated in the organizational plan. Said plan will clearly depict area of responsibility assigned to the various organizational roles.

120 - Finance

120.1 The Executive Director shall prepare the annual budget which will be submitted to the Board two months in advance of the Contract Fiscal Year or as otherwise required to satisfy the terms of the specific Contractor.

120.2 The Executive Director shall provide a written financial statement quarterly, or as otherwise requested by the Board.

120.3 All Board-established policies involving resource utilization shall be consistent with Federal and State regulations, and in accord with the purposes of the Corporation.

120.4 The Executive Director shall cause an annual audit of the books of the Corporation to be made. In the event the Executive Director shall terminate his relationship with the Corporation, his successor will effect an audit of Corporation accounts if more than six months have elapsed since the previous audit.

130 - Personnel

130.1 The Executive Director shall establish a salary schedule subject to Board approval. Subsequent changes to the salary schedule shall be prepared by the Director and presented to the Board coinciding with the annual budget request.

130.2 The Executive Director shall establish personnel policies subject to the approval of the Board, which policies shall comply with the Federal Equal Employment Opportunity Act and other applicable Federal and State laws.

FINANCE
(A100)

Bank Accounts/Petty Cash A101

Credit Cards A102

Hiring of Consultants A103

Hiring of Subcontractors A104

Travel Advances A105

Cost Centers/Chart of Accounts A106

Per Diem and Mileage Rates A107

Mountain-Plains, Inc.

Policy & Procedure No. A 101

Subject: BANK ACCOUNTS/PETTY CASH

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains shall establish bank accounts and petty cash accounts when deemed necessary and approved by the Executive Director.

PROCEDURE

Effective Date: 12-12-75

1. All Mountain-Plains bank accounts and petty cash accounts must have prior approval of the Executive Director or his designee.

2 Petty cash accounts may be established, where required, to handle transactions for items under $50.00.

3. Petty cash may be used for transactions over $50.00 per line item with prior approval of the Controller's Office.

4. No personal advances may be made from the petty cash accounts.

5. Each petty cash account will have a custodian who will be solely responsible for his/her account. It will be the responsibility of the account custodian to reconcile the petty cash account under his/her responsibility at least once a month. Reimbursement will be made once a month with the reconciliation submitted to the Accounting Department.

6. Request for a withdrawal from the petty cash fund must be made to the Accounting Office.

   a. An employee will be issued a "paid out" slip by the Accounts Clerk showing the name of the recipient and the amount withdrawn. The "paid out" slip will be given to the recipient with the original being retained in the petty cash fund.

   b. After purchase of items, the recipient will return to the Accounting Department and turn in ALL sales slips verifying his purchases. At this time, any remaining cash from the amount withdrawn will be returned to the Accounts Clerk who will then give the original "paid out" slip to the recipient and clear the petty cash accounts records.

Mountain-Plains, Inc.

Policy & Procedure No. A 102

Subject: CREDIT CARDS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

With the exception of telephone credit cards, no other credit cards will be issued in the name of Mountain-Plains nor will Mountain-Plains serve as Guarantor of cards in private names.

PROCEDURE

Effective Date: 11-15-73

Applications for telephone credit cards should be made to the Controller's Office. The application should include the name of the applicant, department, supervisor's approval and justification for the need of a telephone credit card.

Mountain-Plains, Inc.

Policy & Procedure No. A 103

Subject: HIRING CONSULTANTS

Date Issued _____

Date Revised _____

POLICY

The hiring of consultants by Mountain-Plains shall be consistent with the requirements contained in the Contract Document and Financial Directives for Contractors.

Before a consultant is hired, a Consultant Agreement/Purchase Requisition shall be submitted and approved by the Executive Director. Until this is done, no services on the part of the consultant shall be performed.

PROCEDURE

Effective Date: 12-1-75

1. Before a consultant is hired, a Consultant Agreement/Purchase Requisition must be completed.

2. Any consultant whose services exceed one hundred dollars ($100.00) per day exclusive of travel costs must obtain prior written approval from the National Institute of Education. This approval should be obtained through the Controller's Office.

3. No consultant services shall be performed until the necessary approvals referenced in (1) and (2) above has been obtained and a purchase order is processed.

4. The Consultant Agreement/Purchase Requisition referenced in (1) above shall include:

   a. Name of the Consultant.
   b. Description of duties or work to be performed.
   c. Estimated length of time required to do the task.
   d. Clear statement as to performance and who on the Mountain-Plains staff is to determine if the performance is acceptable for payment.
   e. Justification for need of outside assistance.
   f. Two (2) or more comparative sources for fee or other means of determining reasonableness of fee, if circumstances warrant.

g. Fee and any other payments such as travel, per diem, lodging at GAFB, etc.
h. Time and method of payment(s).

5. Upon completion of duties or tasks, the responsible person in 4 (d) above shall send to the Controller's Office a written statement of completion of performance in a manner acceptable for payment and a copy of any and all written products received by Mountain-Plains.

Mountain-Plains, Inc.

Policy & Procedure No. A 104

Subject: HIRING OF SUBCONTRACTORS

Date Issued _____

Date Revised _____

POLICY

The hiring of subcontractors by Mountain-Plains shall be done in compliance with the special requirements of the Contract Document and Financial Directives for Contractor; and all contracts shall be the responsibility of the Mountain-Plains Controller.

PROCEDURE

Effective Date: 1-3-74

1. Before engaging the services of a subcontractor, a purchase requisition shall be submitted and approved by the authorized department supervisor(s).

2. The purchase requisition shall include:

   a. Name of Firm.
   b. Description of duties or work to be performed.
   c. Estimated length of time required to do the task.
   d. Clear statement as to performance and who on the Mountain-Plains staff is to determine if the performance is acceptable for payment.
   e. Justification for need of outside assistance.
   f. Two (2) or more comparative sources for fee or other means of determining reasonableness of fee.
   g. Fee and other payments such as travel, per diem, lodging at GAFB, free vehicle while on Center, etc.
   h. Time and method of payments.

3. All subcontracts shall be approved by the Executive Director and the Contracts Officer of the appropriate funding agency prior to any commitments or initiation of services.

4. Upon submission of the purchase requisition, a valid purchase order shall be drawn up, which makes possible the payment for said purchases by the Accounting Department. The purchase order shall be received and accepted by the subcontractor prior to the initiation of services.

5. All contracts negotiated between Mountain-Plains and any other party or institution shall include the following conditional terms and statements:

   a. THIS AGREEMENT IS CONDITIONAL, SO PLEASE READ THE FOLLOWING BEFORE SIGNING. We further agree that if the terms and conditions of this agreement are not accepted or approved, either in whole or in part, by the Department of Health, Education and Welfare, or any other governmental agency, said agreement shall be null and void as to that part or whole, and Mountain-Plains Education and Economic Development Program Inc., or its successors or assigns, shall not be liable for any expenses incurred, or work performed, or entitled to any benefits hereunder in advance of said acceptance or approval. In other words, performance, whether partial or complete, by either party hereto, prior to written approval by the Department of Health, Education and Welfare, or any other governmental agency, shall be at said party's own risk and peril. If any sum of money is advanced to any party hereto prior to the acceptance of approval of this agreement as aforesaid, that sum shall be returned to the party making the advance immediately upon request submitted with due proof of the rejection of this agreement.

   b. The subcontractor shall be made aware that from six to eight weeks are necessary to receive the above subcontract authorization from the Department of Health, Education and Welfare.

   c. All documents and/or materials of any type and manner resulting from this subcontract are to become the property of the Mountain-Plains Education and Economic Development Program, Inc.

6. Upon completion of duties or tasks, the department head shall send to the Controller a written statement of completion of performance in a manner acceptable for payment, and submit one copy of any document, report, study, etc., that was required by the task of the work. A minimum statement of satisfactory performance and completion, as attested by the Department Head, shall include.

   1. The quality and quantity of work performed by the subcontractor.

   2. An indication of the degree subcontractor has fulfilled the needs as stated in the purchase order.

7. In order to maintain a current listing of subcontractors, staff members shall send a list of the subcontractors with whom they have worked, to the Procurement Officer, whose responsibility it will be to maintain this listing which will include the following information.

   a. Name of subcontractor
   b. Address of subcontractor.
   c. Telephone.
   d. General areas of expertise.
   e. Fees.
   f. Any other pertinent information.

Mountain–Plains, Inc.

Policy & Procedure No. A 105

Subject: TRAVEL ADVANCES

Page 1 **of** 1
Date Issued _____
Date Revised 12-1-75

POLICY

Travel advances may be issued to state staff when frequent travel is required. Advances will require the approval of the Controller.

PROCEDURE

Effective Date: 12-1-75

1. Requests for travel advances will be made to the Controller's Office.

Mountain-Plains, Inc.

Policy & Procedure No. A 106

Subject: COST CENTERS/CHART OF ACCOUNTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All Mountain-Plains financial accounting will be maintained in a uniform manner as determined and prescribed by the Corporate Controller.

PROCEDURE

Effective Date: 11-15-73

1. A list of Cost Centers and a Chart of Accounts which specifically designates the expense account being charged shall be established.

2. Any additions or deletions to the Chart of Accounts must be processed through the Controller's Office.

3. Staff members who are in a position to use account numbers for input records (purchase requisitions, stores requisitions, time cards) shall become familiar with their Cost Center number and Chart of Accounts.

Mountain-Plains, Inc.

Policy & Procedure No. A 107

Subject: PER DIEM AND MILEAGE RATES

Page 1 **of** 2
Date Issued 7-10-74
Date Revised

POLICY

Mountain-Plains authorizes payment of per diem and mileage rates to its employees. Mountain-Plains will pay up to $25 per diem for board and lodging. Per diem will be computed as follows:

1	Quarter	6.25
2	Quarters	12.50
3	Quarters	18.75
4	Quarters	25.00

Employees are expected not to exceed the allowable $25.00 per diem. In unusual cases and in larger metropolitan areas where food and lodging rates are substantially higher, employees may be reimbursed for the amount over the $25.00 per diem if meals and lodging are fully receipted and these expenses are justified as reasonable, prudent and necessary.

For computing per diem allowances, official travel begins at the time the traveler leaves his home, office, or other point of departure and ends when the traveler returns to his home, office or other point at the conclusion of his trip.

For continuous travel of 24 hours or less, the travel period will be regarded as starting with departure, and for any part of any quarter, one-fourth (¼) of the per diem rate for a calendar day will be allowed. No per diem will be allowed when the travel period is less than ten (10) hours. Full quarter will be paid if person is at least one hour into the quarter. Quarters are computed as follows:

12:01 AM	-	6:00 AM
6:00 AM	-	12:00 NOON
12:00 NOON	-	6:00 PM
6:00 PM	-	12:00 MIDNIGHT

Mileage will be fixed at 15¢ per mile computed on the Standard Mileage Chart which measures distance from point of origin to point of destination.

Other (Conferences, Taxi, Telephone, etc.) as actually incurred by traveler and which is fully justified for business purposes. Receipts should accompany these expenses where they can be obtained.

Airline and train tickets should accompany travel expense reports and should be booked on center when at all possible.

All Charter flights should be booked on center by Executive Secretary, and fully justified vs commercial flight on "Determination Sheet Method of Transportation".

Travel without prior Travel Authorization will become the responsibility of the traveler for all expenses incurred.

PROCEDURE Effective Date: 12-1-75

1. A Mountain-Plains employee traveling on company business must submit a Travel Authorization Form before embarking on the Trip and, after returning to the place of origin upon completion of the trip, must submit a Weekly Expense Report Form.

2. The Travel Authorization Form will be filled out one (1) week in advance of the trip by the employee making the business trip, being sure to fill in all pertinent blanks on the Travel Authorization Form. This form must be signed by the employee making the trip, his department head/supervisor, and by the Accounting Department before embarking on the trip.

3. The employee (traveler) will keep all receipts for plane/train/bus fare. When receiving standard per diem rates no motel/hotel receipts are necessary. When per diem exceeds the standard allowed rate receipts are necessary, plus any other reimbursable expense incurred. These receipts will be required for back-up to be turned in with the employee's Weekly Expense Report Form that is submitted to the Accounting Department upon completion of the trip.

4. The Weekly Expense Report Form will be filled out at the end of the week or within three (3) days of return and submitted to the Accounting Office. This form, upon completion by the traveler, will be signed by the traveler, his/her immediate supervisor, and by the department head/director before being submitted to the Accounting Office for action.

5. The employee (traveler) will submit to the area supervisor a trip report. The state staff being on the road constantly will submit a monthly report in place of the trip report. This report will include the purpose of the trip and benefits derived for the corporation because of the trip. A copy of the travel report will be submitted to the Controller's Office as back-up for the Weekly Expense Report. No travel expenses will be reimbursed to the employee until a copy of the travel report has been submitted to the Controller's Office.

MISCELLANEOUS
(B100)

Program Research Data and Printed Information B101

Policy Manual B102

Unattended Telephone B104

Identification of Data and Documents B105

Divisional Office Procedure B106

Sequences of Corporate Authority B107

Family Center B108

Central Archives B109

External Information B110

Building/Office Security B111

Relationship of State Coordinators to Executive Director, Deputy Director and Associate Directors B112

End-of-year Audit B113

Mountain-Plains, Inc.

Policy & Procedure No. B 101

Subject: PROGRAM RESEARCH DATA AND PRINTED INFORMATION

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All Mountain-Plains Research Data and Printed Information Documents are to be handled in accordance with Federal and Office of Education regulations. Release of any data, information brochures or documents will require the approval of the Executive Director and Project Officer. (Federal Register, Vol. 35, No. 143, Part II, sub-section 103-58).

Mountain-Plains, Inc.

Policy & Procedure No. B 102

Subject: POLICY MANUAL

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Initiation of new policy statements or the modification of existing policy statements shall be the responsibility of the Division requesting that action. All new policies or amended policies require the approval of the Executive Director before they become effective.

PROCEDURE

Effective Date: 11-15-73

Requests for the initiation of new policy, deletion, or the modification of existent policy shall be prepared by the Division or Department requesting an addition or change.

1. The proposed policy shall be circulated by the Associate Director of the Division of origin to all Management Council members prior to discussion in Management Council

2. If Management Council consensus indicates the need for modification or deletion of existent policy or the initiation of new policy, the Executive Director may if he deems it necessary, temporarily approve the enactment of that policy until the next scheduled Board Meeting.

3. All deletions or modifications of existent policy and new policy shall be submitted to Board of Directors for final approval.

Mountain-Plains, Inc.

Policy & Procedure No. B 104

Subject: UNATTENDED TELEPHONE

Date Issued _____
Date Revised _____

POLICY

All departments shall make every reasonable effort to insure proper telephone coverage during working hours.

Mountain-Plains, Inc.

Policy & Procedure No. B 105

Subject: IDENTIFICATION OF DATA AND DOCUMENTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All written material generated for the use of another shall be clearly identified as to:

1. Origin and date
2. Final Document
   Discussion Document
   Working Document
3. Distribution

Mountain-Plains, Inc.

Policy & Procedure No. B 106

Subject: DIVISIONAL OFFICE PROCEDURE

Date Issued _____
Date Revised _____

POLICY

Each Division shall be responsible for the establishment of Divisional procedures. A copy of said procedures shall be on file in each Division.

Mountain-Plains, Inc.

Policy & Procedure No. B 107

Subject: SEQUENCE OF CORPORATE AUTHORITY FOR ADMINISTRATION

Date Issued _____
Date Revised _____

POLICY

Authority and responsibility for Mountain-Plains shall rest with the Executive Director.

1. In the absence of the Executive Director, authority shall be delegated to the Deputy Director.

2. In the absence of the Executive Director and the Deputy Director, authority shall be delegated to the Secretary of the Board of Directors.

Mountain-Plains, Inc.

Policy & Procedure No. B 108

Subject: FAMILY CENTER

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Any group, student or staff, wishing to use the Family Center will make reservations for its use. The Family Center is scheduled on a first come, first served basis. Priority is given to student's request. Reservations are made through the staff member supervising the Center.

Mountain-Plains, Inc.

Policy & Procedure No. B 109

Subject: CENTRAL ARCHIVES

Date Issued _____
Date Revised _____

POLICY

It is the responsibility of each employee to maintain and transmit all significant* developmental documentation and data to the Central Archives for the purpose of indexing and storage.

*Significant - all documents (guides, manuals, plans, memos, letters, etc.) that describe or report the plans, operations or results of the program or any of its components.

Mountain-Plains, Inc.

Policy & Procedure No. B 110

Subject: EXTERNAL INFORMATION

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All reports, public information and responses to official external inquiry will be routed through the Executive Office prior to dissemination.

Mountain-Plains, inc.

Policy & Procedure No. B 111

Subject: BUILDING/OFFICE SECURITY

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Each employee will secure his/her individual working area and will be held accountable for property in said area.

Mountain-Plains, Inc.

Policy & Procedure No. B 112

Subject: RELATIONSHIP OF STATE COORDINATORS TO EXECUTIVE DIRECTORS, DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR

Date Issued _____
Date Revised _____

POLICY

For public information purposes, State Coordinators shall clearly identify their position and their relationship to the Executive Director. Each State Coordinator shall clearly identify himself as a coordinator of activities within one state of a six state regional area program and specify the other five states involved.

Mountain-Plains, Inc.

Policy & Procedure No. B 113

Subject: END-OF-YEAR AUDIT

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains shall make all accounts available for audit at the close of the fiscal year.

Mountain–Plains, Inc.

Policy & Procedure No. B 114

Subject: PROTECTION OF MATERIALS (COPYRIGHT)

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All materials developed by staff members and consultants utilizing funds provided by Mountain-Plains are the property of Mountain-Plains, except as developed with Federal funds and noted in Federal rules and regulations concerning the rights of the Government to such materials.

The Executive Director may apply for and obtain copyrights for materials in the name of Mountain-Plains. When materials have been developed with Federal funds, copyrights shall be obtained according to current Government guidelines.

STUDENTS
(C100)

Cash Advance Upon Arrival C101

Financial Settlement of Student Relocation Funds C102

Food Allowance for Students C103

Student Leave Time/Holidays/Leaves of Absence C104

Student Death C105

Student Compensation C106

Student Medical Insurance C107

Student Relocation/Dislocation C108

Auto Licensing and Use C109

Student Work Hours/Time Card/Pay C110

Service Call, MCP C111

Student Progress/Attendance/Conduct C112

Emergency Advances C113

Job Placement C114

Divorce or Legal Separation C115

Program Exit Date Upon Completion C116

Student Contract C117

Mountain-Plains, Inc.

Policy & Procedure No. C 101

Subject: CASH ADVANCE UPON ARRIVAL

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

Students may receive a cash advance during the first two weeks at the Center in order to purchase personal and household necessities. Mountain-Plains will be reimbursed in weekly installments of not less than $5.00.

PROCEDURE

Effective Date: 11-15-73

1. The Community Worker, after consultation with the student family, draws up a "need list" and shows estimated cost.

2. The Community Worker discusses this list with the Supervisor of Community Development & Recreation and, after finalizing of the list, has the Supervisor of Community Development & Recreation sign his approval.

3. A copy of the "need list" is taken to the Student Accountant. This list must include:

   a. Name and address of student family.
   b. List of needs to be purchased with estimated cost.
   c. Total amount of money requested.
   d. Name of Community Worker.
   e. Approval signature of Supervisor of Community Development & Recreation.
   f. Signature of student head of household acknowledging statement of understanding that these purchased items become the property of the student and that the Mountain-Plains Corporation shall be reimbursed in weekly installments of not less than $5.00 and that failure to do so will require a payroll deduction.
   g. Relocation must be settled with Mountain-Plains before this advance will be given to the student.
   h. The Student Accounting Office advances the requested amount of dollars up to the maximum of $50.00. The student signs a receipt for said money.

4. Upon completion of all purchases and within three (3) days of drawing the advance, the student brings all receipts and the balance of money to the Student Accounting Office. The Student Accountant balances receipts and money returned against the advance and issues a receipt to the student.

5. The Student Accounting Office enters onto the student's ledger the amount of money actually advanced and spent by the student.

6. Specific exclusions from this policy are food allowances (already provided) automobile supplies, and major household appliances.

Mountain-Plains, Inc.

Policy & Procedure No. C 102

Subject: FINANCIAL SETTLEMENT OF STUDENT RELOCATION FUNDS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Upon arrival at the Center, students shall make a settlement of all relocation expense matters.

PROCEDURE

Effective Date: 11-15-73

1. Each Community Worker will be provided with a written copy of financial advances granted to their student families in the process of their relocation.

2. Two (2) days after the arrival of the student family, the Community Worker has the responsibility to see that the family settles all relocation financial matters. The financial settlement is to be made with the Student Accounting Office.

3. The settlement process consists of:

   a. Submission of receipts for trailer or van rental, auto repairs, commercial transportation tickets, excess baggage, emergency expense, etc. Receipts for meals, lodging and gas are not required.

   b. Return to Mountain-Plains of redeemed deposits upon return of trailer, van, hitch, etc.

   c. The Student Accounting Office will review all transactions with the student and determine if a balance still exits. Upon this determination, any remaining monies will be returned to Mountain-Plains.

Mountain-Plains, Inc.

Policy & Procedure No. C 103

Subject: FOOD ALLOWANCE FOR STUDENTS

Page 1 **of** 1
Date Issued
Date Revised

POLICY

Mountain-Plains will grant to students an initial food allowance which does not have to be reimbursed. The size of the allowance will be dependent upon the number in individuals in the family.

PROCEDURE

Effective Date: 11-15-73

1. Upon arrival at Glasgow Air force Base, the following food allowance will be granted to student families:

a.	Family of 2 = $30.	f.	Family of 7 = $55.
b.	Family of 3 = $35.	g.	Family of 8 = $60.
c.	Family of 4 = $40.	h.	Family of 9 = $65.
d.	Family of 5 = $45.	i.	Family of 10 = $70.
e.	Family of 6 = $50.		

2. The student family is not required to reimburse Mountain-Plains for this food allowance.

Mountain-Plains, Inc.

Policy & Procedure No. C 104

Subject: STUDENT LEAVE TIME/HOLIDAYS/ LEAVES OF ABSENCE

Page 1 **of** 6
Date Issued _____
Date Revised _____

POLICY

Students shall enjoy the same holidays as staff and receive holiday-duty pay.

To receive sick pay the individual must be confined to a hospital or home, visit a physician or dentist and report their illness, prior to time lost, to the Registrar Center.

Emergency-duty pay may be granted for death in the immediate family or emergency circumstances approved by the Registrar Immediate family shall be defined as: husband, wife, child, stepchild, mother, father, brother, sister, stepsister, stepbrother, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

PROCEDURE

Effective Date: 12-1-75

Paid Leave

Upon enrollment at the Center, each adult student will receive a bank of (3) days unearned paid leave. These days may be used for sickness, emergency, or personal leave (see below.)

Each HOH will earn paid leave days at the rate of one day for each full month of participation. (Spouses will earn a total of (4) days paid leave while they are on center for FCC and Counseling.)

Each paid leave absence must be reported to and approved by the Registrars' Office during call-in hours. If the absense is not approved prior to missing classes, the leave will be unpaid and may be unexcused.

Each student will be entitled to receive 100% pay upon exit from the program for all earned, but unused paid leave.

All leave taken over and above that earned is unpaid and may be unexcused (see below).

Students will be notified weekly by Student Accounting of their balance of unused paid leave.

1. Sick Leave

In order to receive paid leave for sickness:

a. The student must have a paid leave of absence balance.

b. The student must call the Registrars' Office, 524-3644, prior to missing classes. If the absence is not approved prior to missing classes, paid leave will be denied and the time missed will be considered as unexcused.

c. The minimum amount of time that may be taken as sick leave is ½ day, except in cases of doctor appointments which must be verified by the clinic.

d. All stamp offs for approved sick leave will be accomplished by the scheduling clerk in the Registrars' Office. After 2 days of consecutive sick time the student may be required to produce a doctor's verification certificate.

e. Additional paid leave may be granted for programmatic medical care. The Health Education Department will coordinate arrangements for and approve in advance, medical care which has been deemed necessary by Mountain-Plains for treatment of health problems which are programmatic by nature. (see definition) Student time utilized for programmatic medical treatment at Mountain-Plains request will not be deducted from earned paid leave.

> Definition: Problems, which if not corrected, will inhibit full student involvement in the Mountain-Plains Program and/or may make difficult placement or job retention after student exit from the Mountain-Plains Program.

2. Emergency Leave (see definition)

a. In order to receive pay for emergency leave, the student must have a paid leave balance.

b. Requests for emergency leave shall be made in writing from the student in advance to the Registrars' Office and approved in advance. When advance requests are impossible, instances will be considered for paid emergency leave upon the student's return. A source to verify the need for this leave must be provided by the student.

c. The Registrars' Office will notify all scheduled areas of approved student emergency leaves.

Definition: Death or serious illness in the immediate family*; other emergency circumstances will be considered by the Registrars' Office and require approval by the Mountain-Plains Controller's Office.

*(Immediate Family -- husband, wife, child, stepchild, mother, father, brother, sister, stepsister, stepbrother grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, son-in-law, or daughter-in-law.)

3. Personal Leave

a. With prior approval from the Registrar or Student Advisor, a student may use his/her paid leave for personal reasons.

b. The student must have a paid leave balance.

c. The minimum amount of time which may be taken for personal reasons is ½ day. Personal leave which does not exceed 1 day in duration may be approved 24 hours in advance. A five day advance notification in writing and approval is required for more than one day of consecutive personal leave.

Unpaid Leave

1. Excused Unpaid

a. Sick leave taken in excess of that earned will be counted as excused, unpaid time if approved in advance and verified by an authorized medical excuse.

b. After (20) twenty consecutive days of long-term illness or hospitalization as verified by a doctor beyond the exhaustion of paid leave, the student will be considered for exit. Consideration for exit may occur earlier if the doctor's prognosis indicates a long-term illness or hospitalization extending beyond 20 days. Any variance from this policy will be at the discretion of the Deputy Director.

c. Up to (4) days of excused unpaid leave may be taken for emergency reasons if approved in advance by the Registrar/Student Advisor and if there is no paid leave balance.

d. Up to (1) one day of excused unpaid leave may be taken for personal reasons if approved in advance by the Registrar/Student Advisor and if there is no paid leave balance.

2. Unexcused Unpaid

a. Student absences not within the above procedure will be unexcused.

b. Unexcused absences over (8) eight cumulative hours will be referred to counseling. Unexcused absences over (16) sixteen cumulative hours will be cause for referral to the Communications Meeting for mandatory Team Conference. Unexcused absences over (24) twenty-four cumulative hours will be cause for Review Board Action.

c. The Registrar may conduct a hearing with the student, the student's Advisor, and the Counselor and if verification and justification warrant, change unexcused to excused time after the fact.

d. Any consecutive unexcused absences of (3) days by the student's own violation, will be considered program desertion and cause for program exit.

e. After three consecutive days of unexcused absense for any reason, a student may be declared "unavailable for education" and administratively dismissed from the program.

Holiday Leave

1. Students shall enjoy the same holidays as are granted to Mountain-Plains employees. These shall be considered as paid holiday leave.

Incentive Leave

Incentive Leave is granted only to those students who have shown, by meeting the following conditions, that they are progressing in all aspects of the program in a manner which deserves special recognition. For those students entering Mountain-Plains Educational Program on and after December 9, a maximum of two days of Incentive Leave may be awarded. Those students arriving prior to December 9, 1974, Incentive Leave procedures dated October 1, 1974, will apply with the exception that the 10% over progress be deleted as an obsolete.

1. Incentive Leave may be awarded to those deserving students after both the head-of-household and spouse have successfully completed the Family Core Curricula and the head-of-household has been in his/her occupational area for a minimum of six weeks. Two days of Incentive Leave will be granted to those students meeting the criteria and these two days may be awarded either upon a) meeting with the advisor during the first six-week review, b) in conjunction with a job interview trip which has been established by Mountain-Plains, or c) they may be paid the equivalent in cash upon successful program completion.

2. Incentive Leave is paid time over and above normal leave and in addition each student family who is awarded Incentive Leave receives $10 extra per day of Incentive Leave reward. Incentive Leave will be awarded based upon the Head-of-Household meeting the below listed criteria:

   a. Students may not have more than one hour of unexcused absences during the Incentive Leave period. (An Incentive Leave period is each six weeks after entering an occupational area.)

   b. DET reports as well as team conference action will be taken into consideration prior to approval of Incentive Leave.

   c. Incident reports may, in some cases, nullify the awarding of Incentive Leave.

   d. Recommendations from instructional areas in regard to awarding Incentive Leave will be considered prior to awarding Incentive Leave.

   e. Incentive Leave will not be granted when the student is within the 22 class day completion mode, except leave in conjunction with approved Mountain-Plains job interview trips.

   f. When the Head-of-Household's progress is satisfactory for the occupational area (as computed by student recorded hours, student progress hours, and student attendance hours.)

3. When the occupational plan is written, the Advisor will explain and discuss with the student the criteria and conditions for Incentive Leave.

4. If the Advisor does not approve the Incentive Leave request, documentation to the nature of the denial will be forwarded to the student's file.

5. If the student fails to meet the criteria for Incentive Leave during the first six weeks, he or she is eligible for reconsideration during each succeeding six weeks period.

6. Application for Incentive Leave may be completed during the six week review; however, enough lead time must be given so that the Incentive Leave request may be processed and the approval of Incentive Leave occurs five (5) working days prior to the time period requested by the student for Incentive Leave. An approved copy will be submitted to Accounting five (5) days prior to the beginning date of the Incentive Leave.

7. The Registrar has final approval or disapproval of all Incentive Leaves.

Final Authority

The Registrars' Office shall be the final authority in matters regarding student leave/absences.

Mountain-Plains, Inc.

Policy & Procedure No. C 105

Subject: STUDENT DEATH

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

In the event that a Mountain-Plains student shall die or be killed, Mountain-Plains staff shall do their utmost to aid and comfort the surviving family members.

PROCEDURE

Effective Date: 11-15-73

1. In case of student death on/or near Glasgow Air Force Base, the Director of Student Services shall be notified immediately.

   a. He shall gather all pertinent information concerning death.

   b. He shall pass on all acquired information to the Executive Director.

   c. He shall see that Base Security is notified. They, in turn will notify the County Sheriff, who will call in the County Coroner. The deceased shall not be moved or taken to the mortuary in Glasgow until the County Coroner has had an opportunity to make a preliminary examination and has signified his approval.

2. With the knowledge and approval of the Executive Director, the Director of Student Services shall see that all the following procedures are carried out:

   a. If the deceased student's family is living at Glasgow Air Force Base, the Counseling team shall:

      1. Make positive identification.
      2. Visit and console the immediate family of the deceased.
      3. Assist the family in arrangements for disposition of the body.
      4. Assist the family in filing of life insurance claims with the Mountain-Plains Personnel Office.

   b. If the deceased has no immediate family at Glasgow Air Force Base, the Counseling Team shall:

      1. Make positive identification of the deceased.

2. Notify the next-of-kin through the appropriate State Coordinator, or, if required, by a phone call or telegram.

3. Assist the beneficiary to contact the Mountain-Plains Personnel Department concerning life-insurance claims so that transportation of the body and/or funeral expenses may not be a source of anxiety.

4. Request two witnesses from the Supervisor of Community Development & Recreation to accompany them as they inventory all the deceased's personal effects and perpare them for shipment to the next-of-kin. Shipment shall be the responsibility of the Director of Student Services.

c. Should a student on approved leave die enroute or while away from the Center, the Counseling Team shall:

1. Notify the next-of-kin, where necessary, and render expressions of sympathy on the part of Mountain-Plains personnel.

2. Inform the insurance-beneficiary concerning life-insurance claims and direct him/her to the Mountain-Plains Personnel Office.

3. If no immediate family survives on base, step 2b4 above shall be carried out regarding inventory and shipment of personal effects.

3. Life insurance coverage is not effective until a student officially signs for it upon arrival at the Glasgow Air Force Base. This life insurance coverage also ceases to be effective upon termination of the student status. Should a student die enroute to the Glasgow Air Force Base for program entry or to a job location upon termination, the Director of Student Services shall:

a. Notify the next-of-kin where necessary.

b. Render expressions of sympathy on behalf of Mountain-Plains personnel.

Mountain-Plains, Inc.

Policy & Procedure No. C 106

Subject: STUDENT COMPENSATION

Date Issued _____

Date Revised _____

POLICY

All student families shall receive compensation for participation in the Mountain-Plains program.

PROCEDURE

Effective Date: 1-15-75

1. The amount of compensation shall not exceed that stated in the Federal Register governing the Mountain-Plains Contract NE-C-00-3-0298.

2. A semi-annual review of the amount shall be conducted to determine if the compensation is adequate for cost of living factors.

3. The following rates and regulations will apply concerning attendance or non-attendance of classes.

   a. When both Head of Household and Spouse are enrolled in the Family Core Curriculum (for spouses, approximately five weeks), the weekly stipend will be reduced at the rate of $1.00 per hour of instruction missed by either if they have no paid leave balance or do not receive prior approval. If the family consists of only a single Head of Household, the stipend will be reduced at the rate of $2.00 per each such hour of absence.

   b. After the Spouse completes Family Core Curriculum, the Spouse will have only a required attendance in Counseling. Both will then be reduced in stipend at the rate of $2.00 per hour of unpaid absence from scheduled activities. For single Heads of Household, the rate will remain at $2.00 per hour.

   c. After the Spouse completes all required courses including Counseling, only the Head of Household will be reduced in stipend for unpaid absences. This rate will continue to be $2.00 per hour. The Head of Household must complete an

Occupational Preparation area. The Spouse may elect to complete an Occupational Preparation area. The family stipend will not be reduced for Spouse non-attendance in such elective programs. However, Spouse attendance of classes will be monitored in the Occupational Preparation area, and 25% absence from scheduled activities in any one month will be cause for termination from the Occupational Preparation phase of the program for the Spouse. This termination applies only to the Spouse who fails to attend classes and is not a termination for the family from the program.

Mountain-Plains, Inc.

Policy & Procedure No. C 107

Subject: STUDENT MEDICAL INSURANCE

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains shall provide medical insurance coverage for all students.

PROCEDURE

Effective Date: 10-16-75

1. The interpretation of the Student Insurance Plan is the responsibility of the Insurance Representative of the Mountain-Plains Personnel Office and the Health Education Instructor of Family Core Curriculum Department. The administration of the plan is the responsibility of the isurance representative, the business office at the Comprehensive Health Center, and the Mountain-Plains accounting department.

2. The head of household will complete and sign the insured's portion of an insurance claim form either at the medical institution or in the insurance office, building 816, when he/she or any dependent requires hospitalization. The insurance will reimburse the medical institution directly for covered medical expenses. When the Mountain-Plains insurance representative receives back the student's claim, the head of household will receive notification of the amount paid and amount still owed the institution, if any. This amount becomes the total responsibility of the student.

3. The payment of two dollars will be required prior to being attended by a physician during regular office hours at the Comprehensive Health Center and seven dollars and fifty prior to an emergency office call. If unable to pay either amount, the student will be required to sign a Mountain-Plains authorization of withholding form before receiving service. If the fee has to be deducted from the student's weekly stipend, a service charge of $.50 will be added to the regular office call making the student's payment $2.50 for one office call. There is no service charge on an emergency call when it is deducted.

4. If a student or a dependent is referred by the Comprehensive Health Center to another physician, that charge will be paid by the Comprehensive Health Center. However, if the choice is made by the patient to consult another physician, those charges will be the responsibility of the student.

5. Payment of eye examinations, glasses, general dental work, prior to entrance pregnancies, and pre-entrance physicals are all the responsibility of the student.

Mountain-Plains, Inc. | **Policy & Procedure No.** C 108

Subject: STUDENT RELOCATION/ DISLOCATION

Page 1 **of** 4
Date Issued _____
Date Revised _____

POLICY

All reimbursable student travel or relocation shall be in accordance with the Contract Terms and Conditions and the Federal Register, Vol.35, No. 143, July 24, 1970, Part III, Section 103-47, page 11980.

PROCEDURE

Effective Date: 1-12-75

Relocation

1. Relocation by Private Owned Automobile.

   a. Total costs of relocation of students and family from place of recruitment to Mountain-Plains at Glasgow by private conveyance shall not exceed the cost if such relocation were by common carrier. This would include preventative maintenance of automobile, mileage, lodging and food costs, rental costs for U-Haul trailer and hitch. It does not include any costs for emergency repairs on the way which is to be considered a contingency item.

   b. Mountain-Plains will pay for student travel costs from each student's home to the place at which the training program is conducted. Any other trip, even for emergency purposes, such as sickness or death must be at the student's expense, although loans are possible in some cases.

   c. Mileage Expense - 8¢ per mile.

   d. A driving day shall be considered an average of 400 miles.

   e. Lodging and Food Allowance.

	family of 2	3	4	5	6	7	8	9
Lodging/night	$14	15	16	25	25	25	25	25
Food/meal:								
Breakfast/day	$3	4	5	6	7	8	9	10
Lunch/day	4	6	7	8	9	10	11	12
Dinner/day	6	8	10	11	12	13	14	15

f. All calculated expenses (mileage allowance, food and lodging) are given to the student upon departure. If additional emergency funds are required along the route, these will be as the occasion arises to be repaid through payroll deductions.

g. Upon arrival, students will sign the student enrollment form. Students will not be officially enrolled until this form is signed.

h. If private auto is to be used, it should be checked and serviced prior to departure. This cost can be paid by Mountain-Plains, but does constitute an expense to be considered to fall within the limitations under 1.a.

2. Families relocating in a rented truck with no private vehicle shall receive the same lodging and food allowance enumerated in section 1.e. Gas money shall be advanced on a basis of ten cents (10¢) per mile. An average of 400 miles will be considered a driving day.

3. Families relocating by common carrier must travel by the most direct route under the tourist or coach fare. Where food is the responsibility of the trainee, food allowance in accordance with 1.e. above shall be given upon departure.

4. Shipment of household goods by any means at Mountain-Plains expense is limited to a maximum of 4,000 pounds. If said shipment is by freight carrier the bill should be paid by Mountain-Plains upon arrival. If shipment is by common carrier, (train, bus, etc.) the payment should be made as part of the transportation ticket. Use of a U-Haul van is strongly recommended.

5. Mountain-Plains cannot be responsible for any payments to transport pets, boats, or mobile homes to or from Glasgow. Students must bear all cost of said transfer of items and also have full responsibility for care of such at Glasgow AFB.

6. For emergency cases or for families reporting to Glasgow Air Force Base after normal working hours, the Base Security Office should be contacted. Telephone number is (406) 598-2171. Location is in Building 734 across from Base Service Station of the main entrance road.

Dislocation -- Terminating Families

1. A family is defined as two or more members, including at least one adult, related by birth, adoption or marriage. Completing families are to be considered in two categories: Category A and B.

a. Completing families - two occupational preparations. To qualify for this category, both husband and wife must validate Occupational Preparation, as well as World of Work, Consumer Education, Health Education, Parent Involvement, Home Management, Career Guidance, Counseling, Math Skills, and Communication Skills.

b. Completing families - one occupational preparation. To qualify for this category, the Head of Household must validate Occupational Preparation, as well as the other requirements listed in A. The wife must complete, Consumer Education, Health Education, Parent Involvement, Home Management, Career Guidance, and Counseling. Single Head of Household families will also be eligible for completion in this category. Families in either Category A or B will receive a Family Completion Certificate.

1. Incentive Pay: Completing families in Category A will receive $500 incentive pay upon completion. Completing families in Category B will receive $400 incentive pay upon completion.

2. Interview Costs: Completing families in Category A will receive interview trip expenses for the Head of Household if an interview trip is arranged by Mountain-Plains. In addition, the completing Spouse, if accompanying the Head of Household for purposes of her own interview, will receive per diem. Completing families in Category B will receive interview expenses if an interview is arranged by Mountain-Plains for the Head of Household only. Mountain-Plains will continue to support only one interview trip per completing family. If a job interview trip is not provided, up to three days per diem may be provided concurrently with dislocation if an interview is arranged by Mountain-Plains in their area of dislocation.

3. Dislocation Costs: Completing families in both Categories A and B will be provided full dislocation costs according to present procedures. Students exiting out of the six-state area will be paid dislocation costs equal to the distance comparable to their point of origin.

2. Head of Household Validation -- Category C

a. This definition applies to exiting families if the Head of Household validates Occupational Preparation, as well as the other requirements listed in A, but if the Spouse fails to validate Comsumer Education, Health Education, Career Guidance, Parent involvement, Home Management, Counseling or absents himself or herself from the program and the remaining Spouse is allowed to remain. These families will not receive a Family Completion Certificate.

1. Incentive Pay: These families will receive $200 incentive pay upon exiting.

2. Interview Costs: No interview trip will be provided. However, up to three days per diem may be provided concurrently with dislocation if an interview is arranged by Mountain-Plains in their area of dislocation.

3. Dislocation Costs: Mountain-Plains will pay actual truck or trailer rental expense to a distance comparable to the point of origin but not outside the six-state region and not exceeding $150 maximum, if Mountain-Plains establishes the exit date.

3. Non-completing or Validating Families -- Category D

a. All other exiting families fall under this definition. This includes exit by reason of administrative dismissal, resignation, or *desertion.

1. Incentive Pay: These families will receive no incentive pay upon exit from the Program.

2. Interview Costs: None.

3. Dislocation Costs: Mountain-Plains will pay actual truck or trailer rental expense to a distance comparable to the point of origin but not outside the six-state region and not exceeding $150 maximum, if Mountain-Plains establishes the exit date. *(No dislocation cost will be awarded to deserting families if both adults desert.)

4. Non-completing or Validating Families -- Category E

Those families who for legal reasons are required to leave Mountain-Plains, are not resigning, being declared a deserting family, or being administratively exited. Rather, they are required to leave due to civilian or military judicial request or sentencing.

1. Incentive Pay: These families will receive no incentive pay upon exit from the program.

2. Interview Costs: None.

3. Dislocation Costs: Mountain-Plains will pay actual truck or trailer rental expense to a distance comparable to the point of origin but not outside the six-state region and not exceeding $150 maximum, if Mountain-Plains establishes the exit date if the family is able to go through regular exit proceedings.

Mountain-Plains, Inc.

Policy & Procedure No. C 109

Subject: AUTO LICENSING AND USE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains students with current out-of-state license plates, need not purchase Montana state auto plates unless they accept full or part-time employment within the State of Montana. All students are subject to Montana driver regulations and Glasgow Air Force Base auto regulations including regulations for minimum insurance.

PROCEDURE

Effective Date: 11-15-73

1. Students having out-of-state license plates shall register their vehicle(s) with Glasgow Air Force Base Security Headquarters within two (2) days after arrival at the Mountain-Plains Center.

2. Upon registration, the students will receive documentation which allows them to drive their out-of-state vehicles in the State of Montana and not be subject to fine or arrest. In order to qualify for this document, the student must have current license plates, driver's license and meet the minimum insurance regulations for the State of Montana.

Mountain-Plains, Inc.

Policy & Procedure No. C 110

Subject: STUDENT WORK HOURS/TIME CARDS/PAY

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Students will observe the established workweek. Unexcused absence from the program will not be paid. It will be the responsibility of the student to obtain "stamp off" for all program activities.

PROCEDURE

Effective Date: 1-3-74

1. The student's regular workweek will be according to his plan and schedule.

2. Regular student payday will be on the Friday of each week. When Friday is an official Mountain-Plains holiday, payday will be on Thursday, the day before.

3. Time cards (schedules) are to be accurately maintained and checked by all staff responsible for the student's scheduled activities.

   a. A meticulous record will be kept of all hours of attendance for each student.

   b. Failure to attend scheduled hours of instruction does not merit payment. Duly authorized leaves in accordance with Policy C 104 will be paid.

   c. Staff members who deliberately falsify or are negligent in filling out the student's time card will be subject to immediate dismissal. Non-performance by a student present for instruction is not grounds for an instructor to refuse to sign off on the time card but is a matter for student review.

4. Time cards shall be turned in every Friday at the pay line and new time cards will be issued to each student at that time. Time cards must be turned in before a student is paid. Students will sign their completed time card (schedule) authenticating the correctness of the signed and unsigned mods.

Mountain-Plains, Inc.

Policy & Procedure No. C 111

Subject: SERVICE CALL, MCP

Date Issued _____
Date Revised _____

POLICY

Residents of the MCP Housing area will receive the same maintenance service as the residents of the Capehart Housing area. During normal working hours a request for service may be made to the Mountain-Plains Property and Maintenance Supervisor through 524-3973, Building #813.

PROCEDURE

Effective Date: 11-15-73

1. Residents of the MCP Housing Area will receive the same maintenance service as the residents of the Capehart Housing Area.

2. Service calls are automatic when they are concerned with condition that either endanger the well being of the occupant family or endanger the condition of the housing unit. Such items usually involve the housing utilities and/or appliances or the building structure. These are processed without review.

3. Maintenance which does not involve the well being of the occupant or the safety of the unit, but rather looks to convenience and/or beauty must have prior approval of the Coordinator of Facilities, Property and Purchasing.

4. During the normal work day, 8:00 a.m. to 5:00 p.m., service calls from MCP residents are to be made to the Mountain-Plains Property and Maintenance Supervisor of Facilities, Property and Purchasing, 524-3973. This office will then log the call and process it through the Air Force Contractor's Service Desk.

   Outside the normal work day hours (5:00 p.m. to 8:00 a.m.) and on Saturday and Sunday when the nature of the problem is an emergency that cannot wait until the next work day, the resident should place their service call directly to the contractor's service call desk. (See base phone directory.)

5. All workmen answering service calls to occupied houses in the MCP Housing Area should report to Unit #49R and the Mountain-Plains Staff will either verify the presence of a family member in the home or admit the workmen to the unit to be repaired. The Staff will explain this procedure to the student families so that the keys will be left at Unit #49R or the house left open.

6. Mountain-Plains pays all service calls on a time and materials basis. The time begins when the workmen leave the Maintenance Area and ends upon his return. Hence, any delay in workmen entering the home and beginning work is money wasted by Mountain-Plains.

7. Mountain-Plains Controller requests the Contractor to report to him any evidence of residential abuse, intentional damage or the like which is observed while answering a service call. This is to fulfill item #8 of the lease obligating lessee to reimburse the costs of all repairs required due to lesse's negligence or willful acts or ommissions or that of the lesse's family, invites or guests.

Mountain-Plains, Inc.

Policy & Procedure No. C 112

Subject: STUDENT PROGRESS/ATTENDANCE/ CONDUCT

Page 1 **of** 14
Date Issued _____
Date Revised _____

POLICY

The Mountain-Plains Executive Director or his Deputy may dismiss students from the Mountain-Plains Program for excessive absence, failure to progress, or conduct detrimental to themselves, the community, the staff, or other students of the program.

Students indicted or otherwise charged with a serious criminal act may be terminated or suspended. This shall not constitute a determination as to guilt or innocence.

PROCEDURE

Effective Date: 12-1-75

Student Special Treatment Procedure

DEFINITIONS OF TERMS

Approaches:

Developmental Events - Developmental events are part of the normal work with students to improve behavior. They are not remedial or disciplinary.

Remedial Events - Remedial events are aimed at impacting specific maladaptive behaviors that are beyond the "norm" in seriousness and which are in addition to the normal work with students.

Disciplinary Events - Disciplinary events are prescribed to deal with behaviors which are violations of school rules regarding conduct.

Contracts:

Developmental Contract - A developmental contract is an agreement a student makes with himself and/or his spouse (those with spouse are usually called marriage contracts) to behave in certain ways and/or develop particular traits/skills. Such contracts are usually worked out with counselor assistance. There is no external consequence for failure to execute terms of the contract.

Therapy Contract - A therapy contract is an agreement worked out between a counselor (personal or guidance specialist) and a student where student and counselor each contract certain obligations to themselves and the other. Consequences for violation by either party are internal to the therapeutic relationship. Developmental or Remedial.

Work Schedule or Calendar - A work schedule or work calendar is a description of curriculum to be completed by a student by certain dates.

It is an agreement worked out between an instructor and a student. It provides the student with short-term goals and a sense of accomplishments for reaching these goals, and provides the instructor with a method of organizing a student's program and monitoring his or her progress. The work schedule or work calendar may be applied to all students in an area or to only selected students. It is most often developmental but may have remedial overtones. Consequences are internal to the student-teacher relationship but may include the call for a Team Conference.

Plan of Action - A Plan of Action is an agreement among staff attending a Case Conference as to an approach to be taken to impact a student problem. It describes the actions to be taken by individual staff members committing themselves to doing certain things to aid a student in resolving difficulties. It is a normal operating procedure. It is usually developmental, and the student usually would not participate in its formulation. Documentation would be at the discretion of participating staff.

Behavioral Contract - A stated agreement of a student to behave in certain ways. A Behavioral Contract is the usual outcome of a Team Conference. The contract is between the student and the school as represented by those instructors and others working with the student. The consequences of violating a Behavioral Conyract are stated; consequences may include referral to the Executive Office for Review Board Action but may be simply to meet again. A Behavioral Contract is always remedial or disciplinary, but it is still negotiated to some extent.

Performance Contract - This is a behavioral contract which places a student on a final probationary status. It may be imposed by the Review Board or Executive Office and is basically a disciplinary "last chance". Consequences for violation are stated in the Contract. The usual consequence of violation is recommendation to the Executive Office for exit.

Meetings:

Case Conference - A case conference may be called by a Counselor or Student Advisor. It may include any number of staff members working with and/or having knowledge of the student in question. It is strictly developmental. The student may or may not be present (usually not). Documentation is at the discretion of the person calling the conference. The Case Conference is an educational, helping proceeding and not an adversary proceeding. This means that no other student except the spouse may attend, and the student may not be represented by any attorney or other person.

Communications Meetings - The Communications Meetings is a weekly meeting of representatives of all areas dealing directly with students. The purpose of the meeting is to discuss students having very serious problems not amenable to treatment through the above means, and to call for Team Conferences on these students as determined to be required.

Team Conference - A Team Conference is called by or through the Communications Meeting, Registrar or by the Deputy Director to address very serious student problems. It is a meeting of a student and staff members working with the student and is a cooperative, problem-solving venture. A Team Conference may be developmental, but is most often remedial and sometimes will have disciplinary overtones. However, it is an educational, helping proceeding and not an adversary proceeding. This means that no other students except the spouse may attend, and the student may not be represented by any attorney or other person. The usual result is a Behavioral Contract with consequences for violation stated; these consequences usually include referral to the Executive Office for Review Board Action. Documentation and monitoring of a Behavioral Contract is provided by the Team Conference Chairman with dissemination as listed in the procedures for Team Conference.

Review Board - A Review Board may be called only by the Deputy Director through the Review Board Chairman. It is a permanent staff/student Board with the purpose of considering students not responding to regular and Team Conference efforts. It may recommend student exit or a Performance Contract. The Review Board is an adversary proceeding. Any student charged with commiting an infraction which can result in administrative dismissal is entitled to a hearing upon request before this Board. Such student shall be advised of his right to secure and be represented by counsel, to confront and examine witnesses and to call his own witnesses. The subsequent determinations, evidence relied upon, and recommendations of the Board will be communicated to the student in writing.

1. Communications Meeting -

   The Communications Meeting is a weekly meeting of representatives of all areas dealing directly with students. The purpose of the meeting is to discuss students having very serious problems not amenable to regular developmental action and to call for a Team Conference on those students as required. The Chairman shall be elected by and from the Communications Meeting membership for a term of six months. Candidates must obtain the written permission of their supervisor before accepting a nomination. The Chairman shall have the authority to cross departmental lines in order to execute/follow-up meeting business.

a. Student names to be discussed at the Thursday afternoon Communications Meeting must be phoned in to the Chairman by 1:00 p.m. of the Wednesday prior to each meeting. A list of these names will be compiled and distributed to members each Thursday morning. At the Communications Meeting, the reason for each referral will be explained by the person(s) making the referral. The Student Services Administrative Secretary will take minutes and provide for copies within three working days.

b. Notification to the Communications Meeting will be provided by the Registrar's Office when a student has accumulated eight (8) hours of unexcused absence. Such notification will be included in the Communications Meeting minutes, forwarded to the appropriate Counselor and advisor and will require advisor discussion with the student.

c. The accumulation of sixteen (16) hours unexcused absence by a student will be reported to the Communications Meeting by the Registrar's Office, recorded in the minutes, and will require a Team Conference.

d. The accumulation of twenty-four (24) hours unexcused absence by a student will be reported to the Communications Meeting by the Registrar's Office for recording in the minutes, and referred by the Registrar's Office to the Deputy Director for a Review Board or Executive Performance Contract; except that no Review Board will be considered until a Team Conference has acted.

e. Those students of families not progressing appropriately in their educational plan and who have been referred to the advisors via referral DET's or memos may be brought before the Communications Meeting for a Team Conference by either the Student Advisors or the instructional staff. In those cases where prior documentation to the advisors stating the cause of the referral is not available, there will be no action taken.

f. The staff member requesting that a Team Conference be held shall automatically be Team Chairman unless otherwise designated by the Communications Meeting Chairman. If referral is from Registrar or Student Advisor, a Team Chairman will be appointed by the Communications Meeting Chairman.

2. Team Conference -

Team Conferences are called by or through the Communications Meeting or by the Deputy Director and are meetings of a student and staff actively engaged in working with that student. Once a Team Conference is called on a student that Team Conference deals with that student until the student exits or is referred to a Review Board. Team

Conferences will be held in response to: Deputy Director, Registrar's Office for failure to progress in plan or for unexcused absence as referred through the Communications Meeting, or Communications Meeting Membership. The Communications Meeting Membership will receive referrals and establish the Team Conference Chairmanship, membership, time, date and place. Teams are to be kept as small as effective remedial action allows.

Team Conference members will:

a. Identify the problem to be addressed, as specified in the request for a Team Conference, prior to the Team Conference and will draw up a draft list of objectives they would like to see achieved by the student.

b. Meet to discuss and identify the problem. The student will be included in all aspects of the Conference as an equal member. If a Behavioral Contract is indicated, it will be worked out with the student as an active partner in its formulation. Only as a last resort is the Contract to be imposed without student agreement.

c. Prepare findings and requirements and explain these to the student while still in conference. If a description of behavior required of the student, called a Behavioral Contract, is indicated, it will be communicated to the student. If a student refuses to attend a Team Conference, a Behavioral Contract may be prepared in his or her absence and communicated in writing to the student by the Team chairman; however, every effort is to be made to obtain student participation in the meeting.

d. Provide the Team Chairman with reports, as requested, on subsequent student action as per the Behavioral Contract, and meet again as required at the Chairman's request.

e. Upon student failure to fulfill the Behavioral Contract, act to apply the consequences stated in the contract. This may include referral to the Review Board.

The Team Chairman will:

a. Become familiar with and follow Team Conference procedures (see above).

b. Remind all Team Conference members and notify the student of time, place and date of meeting.

c. Arrange for minutes of the proceedings.

d. Chair the Conference.

e. Provide, within three working days, copies of the minutes of the proceedings including any Behavioral Contract to the Executive Division, Communications Meeting Chairman, Student Advisor and other Team Conference members. Provide the student with a copy of any Behavioral Contract produced.

f. Request and review staff reports on student progress as per any Behavioral Contract, and provide copies of these reports to those listed in (e) above including the student.

g. Reconvene the Team Conference, including the student, at such time as a Behavioral Contract is violated.

h. Communicate to those listed in (e) above any consequences such as referral to Review Board applied by the Team Conference membership.

3. Review Board -

A permanent staff/student Review Board may consider students not responding to Team Conference efforts or charged with any other infraction which can result in an administrative dismissal if upheld. The student can request a hearing and the Review Board can consider whether an infraction of a policy or regulation has occurred but cannot review the policy or regulation itself. The Review Board Chairman will convene Review Board action at the request of the Deputy Director.

The Review Board Chairman will:

a. Identify the problem to be addressed as specified in the referral made to the Deputy Director.

b. Request the student file from the Executive Office and additional information as required. The following information is necessary.

1. Copies of the Team Conference minutes, Behavioral Contract, staff reports on the individual's actions, and those portions of the Communications Meeting minutes referring to the individual.

2. Any factual information from the Student Advisor that would be relevant to the problem being addressed.

3. Additional factual and/or interpretive written input from Program areas as required.

4. An evaluation of all written input will be made by the Deputy Director. Alternatives are to refer the student back to the Team Conference, to apply an Executive Performance Contract, or to call a Review Board.

c. If the Deputy Director determines that Review Board action is indicated, notify all Review Board members, involved staff, and the student of the time, date and place of the meeting. The student shall be advised as noted under the definition of "Review Board" within this procedure.

d. Provide all Review Board members with copies of all input.

e. Arrange that the minutes of the meeting are taken.

f. Chair the meeting.

g. See that following procedures occur.

The problem will be discussed with the student and information validated. If the student refuses to attend, action will occur in his or her absence; however, every effort is to be made to obtain student participation. The Review Board will prepare its findings and recommendations and present them to the Deputy Director; all findings and recommendations will be discussed with the student. If a Performance Contract (conditions for student continuance in the Program) is recommended and approved by the Deputy Director, it will be prepared and communicated to the student by the Review Board Chairman, thereby placing the student on a probationary status. If the Review Board recommends immediate exit of the student. this recommendation will be referred to the Deputy Director for his decision.

Review Board minutes, recommendations and Performance Contracts will be filed with the Executive Office with a copy sent to the Registrar. A copy of any Performance Contract is to be provided to the Communications Meeting Chairman and conveyed to the Communications Meeting at its next meeting date. Performance Contracts will be monitored by the Student Services Administration Secretary through Staff input. Although formal staff input will be requested only at intervals, violations of a Performance Contract are to be reported to the Executive Office at any time they occur. Verified failure to meet the terms of a Performance Contract will call for the application of consequences listed, and is cause for administrative exit by the Deputy Director.

4. Notification of Student Unexcused Absences -

Eight hours unexcused absence -- Registrar's Office:

a. Notification to the student through a form attached to the time card.

b. Notification to the student's Advisor and Counselor.

c. Notification to the Communications Meetings via the Advisors.

Sixteen hours unexcused absence -- Registrar's Office:

a. Notification to the student through a form attached to the time card.

b. Notification to the student's Advisor and Counselor.

c. Notification to the Communications Meeting. The Communications Meeting shall initiate a Team Conference. Registrar will prepare a report for the Team Conference which will indicate dates and hours missed.

Twenty-four hours unexcused absence -- Registrar's Office:

a. Referral to the Review Board except that a Team Conference must act first. Review Board referral will be sent to the Deputy Director.

b. Notification to the student's Advisor and Counselor.

c. Notification to the Communications Meeting.

The Registrar's Office will provide Team Conference Chairmen with attendance data to assist in preparation of and review of any Team Conference Behavioral Contract.

The Registrar's Office will provide the Executive Office with attendance data to assist in monitoring Performance Contracts.

5. Student Services Administrative Secretary -

This staff member will take and distribute within three work days minutes of the Communications Meeting and will maintain a student file which will include the following material:

a. Communications Meeting minutes, names to be noted in pencil on minutes.

b. Attendance information as supplied by the Student Advisor for all students.

c. Time cards variance reports as supplied by Student Accounting for all students.

d. Team Conference minutes, Behavioral Contracts, and subsequent progress reports.

e. Requests for Review Board.

f. Review Board minutes, Performance Contracts and recommendations, and subsequent monitoring reports (copies to the Registrar).

g. All other relative information on students as provided by the Executive Director, Deputy Director or Registrar's Office.

The Student Services Administrative Secretary will monitor Performance Contracts through requesting input from programmatic areas. Attendance will be monitored through reports from Student Advisors and Student Accounting.

6. Executive Office Action Relating to the Preceding:

a. The Deputy Director may refer students to the Communications Meeting for Team Conferences or convene a Team Conference directly.

b. The Deputy Director reserves the right to approve or disapprove staff referrals of students to the Review Board.

c. The recommendations or Performance Contracts produced by a Review Board are subject to the approval of the Deputy Director.

d. The Executive Director, Deputy Director or his designee may impose an Executive Performance Contract on a student listing the conditions for his/her continuation in the program.

7. Causes for Administrative Dismissal

Only the Executive Director or Deputy Director may administratively dismiss or suspend a student or family from the Program, except that disruptive students may be immediately suspended under Section 9 of this Procedure by any staff member. Suspension or administrative dismissal of any member of a family results in suspension or administrative dismissal of the entire family.

a. Desertion

When a student is absent from classes by his/her own volition for a period of (3) three consecutive class days of unexcused absence, that student by his/her action is considered to have deserted the Program and will be dropped from enrollment in the Program. This notification will be accomplished by the Registrar.

A student requesting Program reinstatement must, within 24 hours of his/her return to the Center, address a written request accompanied by adequate evidence of justification for absence to the Registrar. Such request and a recommendation will be forwarded to the Deputy Director for his consideration.

b. Physical unavailability for education
Students may be administratively dismissed for extended physical unavailability for education due to hospitalization, incarceration, etc. as defined under Procedure C-104.

c. Excessive unexcused absences
Students may be administratively dismissed from the Mountain-Plains Program for 24 hours cumulative unexcused absences resulting in Review Board action or an Executive Performance Contract as specified in sections 1-3 of this Procedure.

d. Failure to progress
Students may be administratively dismissed from the Mountain-Plains Program for continuing failure to progress in their program resulting in Review Board action or an Executive Performance Contract as specified in sections 1-3 of this Procedure.

e. Improper conduct
Certain student conduct is considered necessary for the safe, orderly, and efficient operation of an educational program. Certain other student conduct is considered in keeping with the educational goals and academic atmosphere of the Program, and improper conduct will be considered as rejection by the student of these goals and consequent failure to attain the behavioral and employability levels required for Program completion. Improper conduct is therefore cause for administrative dismissal. The following are examples of improper conduct. This list is not intended to be exhaustive in that there may be grounds for dismissal based upon conduct other than those specifically set forth herein.

1. Furnishing false or misleading information whether written or oral, or altering, misusing or falsifying any records.

2. Continued violation of policies, procedures or leases governing students living in Mountain-Plains housing.

3. Dishonesty or cheating in class, laboratory or shop work or on tests.

4. Failure to comply with directives of Mountain-Plains staff acting in the performance of their duties.

5. Continuing violations of safety rules and regulations.

6. Possession or use of intoxicating liquors, other alcoholic beverages, or non-prescription drugs during classes or in Mountain-Plains facilities other than family quarters, or reporting for classes under the influence of any of these.

7. Unauthorized entry to or use of or occupation of program facilities or housing.

8. Fighting, inflicting bodily injury upon another, or threatening or attempting to inflict bodily injury upon another.

9. Intentionally, carelessly or negligently damaging, losing, removing or destroying property or equipment belonging to the corporation or used in the program.

10. Intimidating or coercing other students or members of staff.

11. Causing significant disruption to the normal learning activities or of the regular procedures of the Mountain-Plains Program.

12. Disorderly conduct, or lewd, indecent or obscene conduct or expression.

13. Possession of dangerous weapons on program facilities.

f. Violation of an Executive or Review Board Performance Contract
Executive or Review Board Performance Contracts may be applied at the discretion of the Executive Director or Deputy Director or the Review Board for any of the violations noted in this Section 7, in lieu of an immediate administrative dismissal. Such contracts are viewed as disciplinary "last chance" warnings to students who have committed any of the violations noted. Students may be administratively dismissed for violations of an Executive or Review Board Performance Contract.

8. Right of Hearing

Prior to administratively dismissing a student, the student will be given the opportunity to request a formal hearing concerning his dismissal. Should the student wish to request such a hearing, the student must make the request in writing to the Deputy Director within 24 hours. Should the student not wish to request such a hearing, the administrative dismissal shall become effective immediately.

1. Within three (3) working days after receipt from the student of the request for review, the Deputy Director shall convene the Review Board, and shall notify the student of the time and place of the meeting.

2. The Review Board shall be appointed by the Deputy Director, and shall be made up of members selected from the staff of the Corporation and/or students in the Program.

3. The Review Board shall review the facts surrounding the charges, and may obtain such further and additional information as may be available. Their review will consider the application and interpretation of policy but not the policy itself. At the meeting, the student may present such information to the Board as the student considers appropriate. The Board shall recommend to the Deputy Director either dismissal or retention of the student. The Deputy Director will consider the recommendation of the Review Board and make a final decision. During the pendency of the hearing proceedings, the student shall be suspended without pay. The final decision of the Deputy Director shall be immediately communicated to the student in writing.

9. Procedure for Dealing with Disruptive Students

Students who act in a manner which causes significant disruption to the normal learning activities within an education area may be temporarily suspended from all classes pending action by the Executive Director of his designee.

a. Any instructor or other program staff member may order a disruptive student* to immediately leave an office, classroom area, or other Mountain-Plains building.

Within one hour of the incident, the staff member must report the incident to the appropriate Associate Director or, in his absence, the Deputy Director. The administrator notified shall notify the Registrar who will notify other program areas. The Registrar shall then conduct a hearing with the student to review the circumstances.

b. Disruptive students shall be notified that they are suspended from all classes and the premises of all classroom areas for a period not exceeding 16 classroom hours or two (2) class days except said students will have the right to seek the services of the counseling staff, and that they will be notified by the Deputy Director within that time period of action to be taken.

*Disruptive includes but is not limited to behavior threatening or abusive to staff or other students or which causes a significant interference with or interruption of regular classroom procedure.

c. Should a disruptive student refuse to vacate the office or classroom area, the staff member may ask police to remove the student. The administrator(s) specified in item one shall be similarly notified of the incident but need not necessarily be notified before police involvement.

d. Suspended students shall not receive their stipend during the period of suspension, not exceeding 16 classroom hours or two (2) days. Consulting with the student's counselor shall not justify stipend. The period of suspension shall be termed unexcused.

e. Disruptive students shall be suspended until the Deputy Director or his designee shall contact the student and proceed with an administrative dismissal of the student, an Executive Performance contract, overruling of the suspension, or until the Deputy Director or his designee convenes a team conference to attend to the issue and is satisfied that the findings and actions of the team conference reasonably may be expected to preclude further disruptive acts.

10. Procedure for Dealing with Students Entering in Violation of Selection Criteria and/or Who may Not be Able to Negotiate the Regular Mountain-Plains Program.

a. During Orientation Week and the week following, all program areas will identify those students entering in violation of selection criteria and/or who may not be able to negotiate the regular program and refer such students to the Registrar's Office, noting their suspected deficiency(ies).

b. Weekly, this information will be communicated in writing by the Registrar's Office to the Deputy Director and Associate Director of Education Services and the Coordinator of Student Services. The Registrar will arrange for intensive attention to these students by the appropriate program area(s) in order to determine the extent of their deficiency(ies) and their ability to negotiate the regular program.

c. At no later than three weeks following such referral, the Registrar will gather all information from the concerned areas. He will then make his recommendation based upon input from the areas and forward his recommendation to the Deputy Director if the student is not able to negotiate the regular Mountain-Plains Program.

d. If the student is determined to be not able to negotiate the regular Mountain-Plains Program, he/she and his/her family will be automatically exited from the Program by the Deputy Director with full dislocation paid. Limited placement assistance will be provided.

Indicators of being able to negotiate the regular Mountain-Plains Program include:

1. Ability to complete comprehensive pretests in instructional areas.

2. Ability to enter all areas of the Family Core Curriculum immediately following Orientation.

3. Ability to complete the Family Core Curriculum in the regularly allotted period of time.

4. Ability to begin an Occupational Preparation area and to have an educational plan written at the time of completion of the Family Core Curriculum.

5. Ability to progress as a result of the application of the regular curriculum and the regular amount of instructor attention.

6. Ability to profit from the regular Counseling Program without the application of intensive and/or unduly prolonged therapy.

7. Ability to participate in the regular program without restrictions for health reasons.

Mountain-Plains, Inc.

Policy & Procedure No. C 113

Subject: EMERGENCY ADVANCES

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

In those instances where a student requires immediate financial assistance, Mountain-Plains may advance up to $150 provided it does not exceed the total accumulation of incentive pay, to be repaid by arrangement with the Accounting Office. All advances must be approved by the Financial Guidance Department and the Controller. Loans may be made for: (1) Death or severe illness in the immediate family requiring travel, (2) Prescription advances or emergency costs not provided by Mountain-Plains medical program, (3) Other programmatic prescribed leave.

PROCEDURE

Effective Date: 1-3-74

1. Emergency advances must be approved by the Financial Advisor and will be granted only for the following reasons:

   a. Death or severe illness in the student's immediate family requiring travel.

   b. Prescription drugs or emergency medical, dental or optical costs not provided by the Mountain-Plains medical program.

   c. Other programmatic prescribed leave reasons.

2. Specifically excluded are advances for:

   a. Car repairs (except to enable travel in emergencies noted above).

   b. Fines imposed by a court.

   c. Clothing.

   d. Household or personal items.

   e. Non-sufficient funds checks.

3. The student will notify the Financial Advisor of the financial need. The Financial Advisor will initiate the advance request including a full explanation.

4. The request will be sent to the Registrar's Office for approval and verification. The Student Advisor will make any comments concerning the student's program progress, attendance, and length of time remaining in the program to allow repayment of a minimum of $5.00 per week.

5. The advance request will then be sent back to the Finance Advisor for final approval and forwarded to the Accounting Department where the student can obtain his/her funds.

6. Financial assistance will only be given upon the students's agreement to allow automatic deduction from their weekly stipend if they fail to repay in the specified time frame.

Mountain-Plains, Inc.

Policy & Procedure No. C 114

Subject: JOB PLACEMENT

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains will provide support for heads of household in securing a job after his or her successful completion of the program. The placement and exit process will be initiated 12 weeks prior to exit and will be coordinated by the Placement Officer.

PROCEDURE

Effective Date: 12-1-75

1. Mountain-Plains will monetarily support one interview trip per completing family.

2. When students are involved in an interviewing process, they will receive their normal rate of pay.

3. The students will be reimbursed at the rate of 8¢ per mile or an actual commercial fare tourist class and paid in actual expenses for room and meals, and this shall not exceed a figure of $15.00 per day.

4. It is the responsibility of the Student Placement Officer to coordinate all interview efforts within the Mountain-Plains Corporation.

5. The Student Placement Officer will submit to the Student Accounting Office a list of estimated expenses the student will incur on his interview. This list should be submitted three days (3) prior to the student's departure for an interview. The student will obtain interview funds from the Student Accounting Office one day prior to his departure.

6. Upon returning from an interview, the student will report to the Student Accounting Office and reconcile his expenses incurred based upon available receipts.

7. Students must complete interview follow-up forms on all job development contacts made during the job interview trip and return them to the Student Placement Officer immediately upon their return.

8. Wherever possible, the state staffs should recommend to employers that the employer come to Glasgow to interview students.

Mountain-Plains, Inc.

Policy & Procedure No. C 115

Subject: DIVORCE OR LEGAL SEPARATION

Date Issued _____
Date Revised _____

POLICY

Any student family which experiences a divorce or legal separation, or in which either spouse absents himself of herself from residence in the program, shall be exited. Exception to this policy may be considered through appeal to the Deputy Director.

PROCEDURE

Effective Date: 12-1-75

"If any student family experiences a divorce or legal separation, or in which either spouse absents himself or herself from residence in the program, the remaining family members shall be exited as Category D. Exceptions to this policy may be considered through appeal to the Deputy Director."

1. Any staff member having knowledge of a family which falls into the above listed category will notify the Registrar in writing.

2. The Registrar shall investigate the circumstances and determine if spouse desertion has occurred.

3. The Registrar shall notify in writing Counseling, if notification was not initiated by that department, and the Deputy Director.

   a. Permit the student a pre-determined period of time to effect a reconciliation, subject to administrative exit.

   b. Act upon a written appeal permitting the student to continue in program, or forward to the Deputy Director a recommendation for administrative exit.

4. The Deputy Director may:

   a. Effect an immediate administrative exit.

   b. Permit the student to continue in the program.

5. If single head of household status is granted, the family will be considered as a Category C family regardless of the course or courses completed by the absent spouse.

Mountain-Plains, Inc.

Policy & Procedure No. C 116

Subject: PROGRAM EXIT DATE UPON COMPLETION

Date Issued _____

Date Revised _____

POLICY

The date of family exit from the Mountain-Plains Program will be determined by the completion date of the head of household.

PROCEDURE

Effective Date: 12-1-75

1. Six-week reviews will occur up until the student reaches a balance of approximately 490 performance hours in their programs. As part of the six-week review cycle, when the student reaches the appropriate point in their progression they will be taken off of the six-week review list and put on a completion review list.

2. Students will be called in for a special review with the advisors when they reach a balance of approximately 280 performance hours. Based on last six-week review (above) a special review data approximating the time the student will reach 230 hour balance. Special S.W.P's and D.E.T's will be called for at this time. They will be noted as special reports and the Registrar's Office will list the budgeted hours, attended hours and balance of hours remaining in the program on the special D.E.T.

3. The Student Advisor will fill out completion calendars on the students before the advisors review the students. The completion calendar is prepared to cover the remainder of the student's program at Mountain-Plains. The calendar will indicate the exact number of hours, by area, the student will be scheduled to complete. Remaining budgeted hours will be factored plus or minus depending on the progress ratio also absenteeism and holidays will be considered when figuring the remaining scheduled time to complete. The 22nd class day and/or approximately 154 scheduled hours from completion will be flagged on the calendar. A copy of the calendar will be sent to scheduling, advisors, placement, counseling, the student and to the instructional areas.

4. Any deviations in the student's performance between the 40th class day and/or 280 schedule hours and flagged date (22nd class day) must be adjusted. The instructors must notify the advisors regarding any noted discrepancies from the completion calendar. It will be the responsibility of the advisor to make any changes deemed appropriate. Upon reaching the 22nd class day remaining on the completion calendar the Registrar will notify placement of the firm completion date.

5. All schedules are locked in at the beginning of the 22nd class day period. Exceptions to the completion schedule allowed by the advisors, resulting in changes in the exit date, must be documented by the advisors and mutually agreed upon with the placement officer, who in turn will communicate any changes to the state coordinators.

6. In the case of exceptional students, the instructors will be excepted to notify the student's advisors of the name of exceptional students who are progressing more quickly than the programs average and who may be expected to complete in less than 90 days after entering the occupational area.

Mountain-Plains, Inc.

Policy & Procedure No. C 117

Subject: STUDENT CONTRACT

Date Issued _____

Date Revised _____

POLICY

Each program student shall endorse an agreement signifying his/her understanding of and willingness to adhere to Mountain-Plains rules and regulations as a condition for his/her selection as a program participant.

PROCEDURE

Effective Date: 12-1-75

1. Prior to relocating to the Mountain-Plains center each adult within the student family shall sign a "Memorandum of Enrollment-Terms and Conditions". This form shall also be signed by the Mountain-Plains State Coordinator or his designee.

2. Upon execution of this agreement, the student family will receive a copy of the "Memorandum of Enrollment-Terms and Conditions."

3. The State Office will forward the remaining signed copies of the memorandum along with the full application file to the office of the Administrative Assistant for State Operations for processing and eventual inclusion in the student's master file within the Data Monitor's Office.

PERSONNEL
(D100)

Definitions ..... Attachment

Changes in Personnel Assignment D101

Sick Leave D102

Disability Leave D103

Disclosure of Personal Information D104

Holidays D105

Vacation Leave D106

Employee Grievances D107

Group Hospitalization and Life Insurance D108

Employee Evaluation D109

Personnel Selection and Equal Employment Opportunity D110

Employment of Relatives D111

Interview Costs D112

Leave of Absence (Applicable to Regular Employees) D113

Non-Employee Contract Workers/Interns/Student Teachers D114

Outside Employment D115

Overtime Pay D116

Unauthorized Use of Mountain-Plains Name D117

Employee Termination D118

Work Hours D120

Staff Relocation Costs D121

Confidential/Personal Correspondence D122

Staff/Student Relationships D123

Salary Adjustment D124

Salary Schedule D125

Payroll D126

Retirement D127

Fringe Benefits D128

Physical Examination D129

Private Pilots D130

DEFINITIONS

General questions regarding Personnel Policies should be referred to the Personnel Office.

Due to the difficulty of assuring that all copies of this manual contain the latest statements of Personnel Policies, a master copy is kept by the Personnel Office. Should there be any question as to whether this manual contains the latest revisions, please check the master copy in the Personnel Office.

Glossary of Selected Personnel Terms

Corporate Services Date - The date a person was hired for his/her present period of uninterrupted employment. Date is usually used for determination of eligibility in corporate benefit programs.

Disability - Exists only while an employee satisfies both the following:

a. Is not engaged in any gainful occupation.
b. Is completely unable, due to sickness or injury or both, to engage in any gainful occupation for which he is reasonably fitted by education, training, or experience.

Total & Permanent Disability - A disability which has continued uninterrupted for a period of at least six (6) months.

Employee - An individual whose services are engaged in return for a salary or wages. For purposes of eligibility in benefit programs, the term "employee" does not automatically include all Regular, Part-time and Temporary employees.

Grievance - Any condition of employment that an employee thinks or feels is unjust or unequitable. Mountain-Plains will not review grievances about a policy itself.

Immediate Family - Shall include:

Husband, wife, child, stepchild, mother, mother-in-law, father, father-in-law, grandparent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, grandchild, stepson, stepdaughter, stepfather, or stepmother.

Part-Time Employee - Employment in an established position requiring less than a seven and one-half (7½) hours work per day or less than forty (40) hours work per week.

Probationary Period - A trial period (the first 90 calendar days an employee is in a new position) which the corporation regards as a highly significant step in the examining process. It provides the indespensable test, that of actual performance on the job, which no preliminary testing methods can approach in validity.

Promotion - A move from a position in one pay range to a position in a higher pay range. A promotion can occur after an internal search, after competing with the external open market, as a result of a transfer, or as a result of a reassignment. In some cases, a reassignment can result in an involuntary promotion.

Reassignment - Reassignment is a management initiated change in an employee's work assignment/position. A reassignment is a management initiated transfer.

Regular Employee - Full-time (40 hours per week) employment is an established Mountain-Plains position.

Temporary Employee - Employment in a position established for a specific period of time or for the duration of a specific project or group of assignments, normally not to exceed three (3) months, or 90 days period of time. A temporary employee will not receive any fringe benefits.

Transfer - Transfer is defined as a voluntary and requested change by an employee in work assignment/position. A transfer can result from applying for a position, or from placing a "position wanted" request with the Personnel Office.

Added Responsibility - A position may be assigned additional duties over and above the job description. When this happens, a step, or steps, will be given in pay to warrant the additional responsibility the position is assigned.

Mountain-Plains, Inc.

Policy & Procedure No. D 101

Subject: CHANGE IN PERSONNEL ASSIGNMENTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

The Executive Director, through the Personnel Office, may effect changes in personnel assignments when, in his judgment, the best interests of the Mountain-Plains Program would be served or circumstances deem it necessary for the continued success of the Mountain-Plains program.

Mountain-Plains employees, with or without stating the reason, may request a transfer. The individual requesting the transfer will be considered for vacant positions in which he/she has qualifications and interest before new employees are hired.

PROCEDURE

Effective Date: 8-1-75

1. Employees shall be given the earliest possible advance notice of intended reassignment.

2. Reasons for reassignment shall be stated in writing, if the employee so requests.

3. Personal preference of individual employees as to new assignment shall be considered.

Mountain-Plains, Inc.

Policy & Procedure No. D 102

Subject: SICK LEAVE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Regular and part-time employees shall be entitled to sick leave. Regular employees will be allowed twelve (12) days of paid sick leave in each calendar year. Except while on paid disability leave, employees will accrue sick leave based on hours paid. Sick leave allowance is not to be construed as earned time off. Abuse of this policy will be grounds for dismissal and/or salary restitution.

PROCEDURE

Effective Date: 8-1-75

1. An employee must inform either his/her immediate supervisor or his/her administrative secretary if he/she is unable to report for work.

2. Regular employees will receive five (5) days sick leave at the date of hire to be assessed against that accrued in the first five (5) months of employment.

3. After twenty-four (24) working hours of consecutive sick leave, the employee will be required to provide the Personnel Office with a doctor's medical statement attesting to the illness/injury.

4. Sick leave may not be taken in increments of less than one hour (1).

5. Twenty (20) hours of sick leave or 2½ days per calendar year may be attributed to children's illness.

6. Twenty (20) hours of sick leave of 2½ days per calendar year may be used for funeral leave in the event of a death of a member of the immediate family.

7. An employee receiving full pay due to the receipt of his regular accumulated sick leave may accept either this pay from Mountain-Plains or the compensation received from the State Compensation Insurance Fund but not both. Mountain-Plains shall prorate additional days of accumulated sick leave to the credit of the employee to supplement the daily insurance payment rate up to the employee's usual daily rate of salary.

8. Part-time employees will accrue a prorated amount of sick leave as per number of hours worked. Example, a part-time employee working 20 hours per week or ½ time will accrue sick leave at the rate of ½ day per month of employment.

Mountain-Plains, Inc.

Policy & Procedure No. D 103

Subject: DISABILITY LEAVE

Date Issued _____
Date Revised _____

POLICY

Mountain-Plains will make available to regular employees a short-term disability pay plan.

PROCEDURE

Effective Date: 8-1-75

1. Should an employee become disabled he/she will receive one-half (½) salary for a period of six (6) weeks (maximum) provided:

   a. All accrued sick leave and vacation has been exhausted* and further provided that the one-half (½) salary would not result in an employee receiving an amount in excess of his/her full pay due to any other fund made available through Mountain-Plains, in which case any excess must be assigned to Mountain-Plains.

2. If possible, the employee will submit a Leave of Absence form to the Personnel Office before the dates of the leave. Leave requests must be approved through the divisional level. The beginning and ending dates of the Leave of Absence will be determined by the employee and his/her physician.

3. The employee must sign a contractual agreement with Mountain-Plains stating that he/she will return to work for at least four (4) work weeks or 30 calendar days after the disability.

4. The employee must repay Mountain-Plains (within 30 calendar days) the total amount received through the Mountain-Plains Disability Pay Plan if he/she does not return to work for Mountain-Plains for four (4) work weeks or 30 calendar days. This procedure would be void upon receipt of a documented verification that one disability is total and permanent (6 months).

5. If disability pay is scheduled to start on a paid holiday the employee will receive holiday pay for that date. Life Insurance and Medical Insurance coverage will extend for (6 months) from the beginning date of the Leave of Absence, then cease. All other fringe benefits will

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*If an employee has more than twenty (20) days of accrued sick leave-vacation, he/she must use it before receiving disability pay.

cease during the time that the employee receives disability pay (½ salary). An employee may remain on a medical Leave of Absence without pay and benefits for an additional six (6) months if his/her condition so requires.

6. In a situation where guaranteed reinstatement after disability is not possible because of business necessity, the employee shall be placed on a preferred recall list and will be given preferential treatment when a position for which he/she qualifies becomes available.

7. There is no "unpaid leave" at Mountain-Plains.

Mountain-Plains, Inc.

Policy & Procedure No. D 104

Subject: DISCLOSURE OF PERSONAL INFORMATION

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

In order to promote proper staff morale and insure staff of ethical procedures in personal matters, no personal information shall be released or disclosed to outside agencies during the period of employment without the employee's written permission.

PROCEDURE

Effective Date: 8-1-75

1. The employee must complete an information Disclosure Authorization (Form P 102) before any personal information may be disclosed by Mountain-Plains during his/her employment at Mountain-Plains.

2. After an employee's termination, only the dates of employment and job title will be disclosed. Specific letters of recommendation may be solicited from various individual supervisors at the employees discretion and the supervisor's inclination.

3. Dissemination of the above information is solely the responsibility of the Mountain-Plains Personnel Officer. Any other Mountain-Plains employee giving information about another (either currently employed, or formerly employed) Mountain-Plains employee, to any source outside the corporation, will be giving personal opinion and will in no way represent the corporation.

4. Employees may solicit personal letters of recommendation from various supervisors; however, their personal letters of recommendation, as implied by number three (3) of this procedure, do not represent the corporation.

5. No one will be permitted access to an employee's file unless it has been determined by the Personnel Office that such access is for a valid corporate reason. As a general rule, authorized access to an individual's file will be limited to:

   a. The Employee*

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*The employee may not see any of the confidential material contained in his/her file such as other applicants interviewed, employment interview reports, reference checks and placement credentials.

b. The Employee's supervisor

c. The Personnel Office

d. The Executive Director/Deputy Director

6. Only customary documents will be added to or deleted from an employee's file without formal communication with the employee.

Mountain-Plains, Inc.

Policy & Procedure No. D 105

Subject: HOLIDAYS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Regular and part-time employees will receive the following holidays with pay: New Year's Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.

Two additional holidays with pay may be designated at the discretion of the Executive Director during the Contract Year. A recognized holiday falling on a Saturday will be observed on the preceding Friday. A recognized holiday falling on a Sunday will be observed on the following Monday.

Mountain-Plains, Inc.

Policy & Procedure No. D 106

Subject: VACATION LEAVE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Regular and part-time employees shall be entitled to vacation benefits. Exempt employees will accrue one and one-half (1½) days per month. Non-exempt employees will accrue five-sixths (5/6) days per month. Except while on paid disability leave, employees will accrue vacation leave based on hours paid. Maximum accrual:

Exempt - 36 days Non-Exempt - 20 days

PROCEDURE Effective Date: 8-1-75

1. Vacation will be taken in increments of not less than one-half (½) day.

2. Scheduling of Vacations: The corporate service date will be the date from which all allowable time for vacations will be based. While the preference of the employee should be considered, vacations must be taken at a time which will not impair the operations of the program concerned.

3. Vacation pay shall be the equivalent to the employee's normal earnings if he had actually worked during the period of his vacation.

4. Holidays occurring during vacation leave: When a holiday falls within an employee's vacation, the employee will not be assessed vacation time for that day.

5. The leave request should be approved at least two (2) weeks before the effective date, by the supervisor and division director, unless an emergency situation occurs.

6. If an employee becomes disabled prior to taking a scheduled vacation it may be rescheduled. If disability occurs during vacation, that time may be transferred to eligible sick leave.

7. Part-time employees will accrue a pro-rated vacation benefit. Example: An employee working (½ time) or 20 hours per week will accrue ½ of the normal full-time rate for the position.

8. There is no "unpaid personal leave" at Mountain-Plains.

9. All employees are encouraged to take vacation in the year earned to the maximum extent.

Mountain-Plains, Inc. | **Policy & Procedure No.** D 107

Subject: EMPLOYEE GRIEVANCES

Date Issued _____
Date Revised _____

POLICY

It is Mountain-Plains' policy to recognize grievances*, and to provide an effective and acceptable means for internal review of employee's problems and complaints. Therefore, a formal grievance procedure has been established for the benefit and use of Mountain-Plains employees.

An employee may submit a grievance concerning an employment condition.

PROCEDURE Effective Date: 8-1-75

To be recognized at any procedural level, a grievance shall have been presented at the appropriate level within thirty (30) calendar days or four (4) work weeks of the act or omission giving rise to the grievance.

There will be a Grievance Panel composed of five (5) employees (3 exempt and 2 non-exempt) to be chosen by lot from a grievance pool representing all areas of the Mountain-Plains staff. The lot procedure shall be under the direction of the Personnel Office.

The panel will select a chairperson from among elected members. If a member of the panel terminates his/her employment, or be otherwise unavailable, a replacement shall be chosen by lot.

Should the Executive Director determine that the decision of the Grievance Panel is not in the best interests of Mountain-Plains or the employee, and that a dangerous precedent is being set, it will be his duty to reverse the Grievance Panel's decision. Unless the Executive Director reverses the panel's decision, it will stand as final.

If the reporting relationship in the aggrieved employee's organization is such that his immediate supervisor is at the divisional level, the complaint may be processed directly to the Personnel Office.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each procedure level are maximum, and every effort should be made to expedite the process. Time limits, however, may be extended by mutual agreement, and shall be in the event of accident, illness, or when the grievance involves a member of a state office.

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*A grievance is defined as "any condition of employment that the employee thinks or feels is unjust or unequitable."

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the employee involved.

Parties in interest shall have equal access to all documents and records, within the policies and laws of confidentiality, which will assist in adjudicating the grievance.

Policy and procedures come very close together in this area since the policy relies on the procedure to develop its strength. For this reason, policy and procedure shall be equal.

Step I

The employee should bring a grievance to the attention of his/her immediate supervisor, explaining the nature of his/her problem and his/her suggested solution, if he/she has one. If it is a group problem, one or more of the group should talk to the immediate supervisor about the problem.

The supervisor may give the employee, or group, his/her reply immediately or may postpone his/her answer to study the situation and/or obtain more information; but in any case, an answer must be given to the employee or group within three (3) work days (Monday through Friday). The supervisor shall make every effort to resolve the grievance at the initial step. A written record shall be kept of the complaint and any subsequent action, and will be signed by the supervisor and employee.

If an employee feels some reluctance in discussing a matter with his supervisor, he may seek advice from the Personnel Officer. The Personnel Officer will answer an employee's questions about company policy and advise him of an appropriate course of action, but will not act as a substitute for his supervisor.

Step II

If the grievance is not resolved by Step I, either party may appeal in writing within five (5) work days to the Personnel Office. A conference shall be held within three (3) work days of the receipt of the written appeal.

During the second step of the grievance procedure, the Personnel Officer will mediate the grievance with the employee and his immediate supervisor. Facts leading up to the grievance, suggested solution by all parties, and the recommendation of the Personnel Officer shall be recorded.

Step III

If the grievance is not resolved by Step II, either party (after three (3) work days and before seven (7) work days) after receipt of the decision from Step II may request in writing that the Grievance Panel be convened to examine the grievance. If the Grievance Panel deems the grievance meritorious it will hear it within ten (10) working days and render a decision within ten (10) additional working days. The panel will evaluate all pertinent presentations, including decisions at previous steps.

Miscellaneous Rights and General Guidelines

During Step II of the grievance procedure, the Personnel Officer will first rule on whether or not the employee's complaint is a grievance. If the Personnel Officer rules that the employee does not have a grievance, the employee may appeal to the Grievance Panel who will initially rule on the merit of the grievance.

The employee with the grievance may take any Mountain-Plains employee to any meeting. The Grievance Panel may call other persons for pertinent testimony, if applicable.

Mountain-Plains, Inc.

Policy & Procedure No. D 108

Subject: GROUP HOSPITALIZATION AND LIFE INSURANCE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains will make available to regular employees a group medical service and life insurance benefit program.

Mountain-Plains, Inc.

Policy & Procedure No. D 109

Subject: EMPLOYEE EVALUATION

Page 1 **of** 2
Date Issued _____
Date Revised _____

POLICY

All Mountain-Plains employees will receive periodic evaluations. The evaluators will reflect an objective, fair, and just appraisal of the individual. Evaluations will be kept in strictest confidence.

PROCEDURE

Effective Date: 8-1-75

1. Personnel appraisals will be prepared:

   a. To recognize employees who through consistent high level performance make a significant contribution to the overall objectives of Mountain-Plains.

   b. To identify areas where employees can be helped with their performance and future growth.

   c. To point out problem areas requiring immediate attention in the interest of the employer and employee.

   d. To appraise relative employee performance.

2. An employee will not be asked to complete his own performance appraisal.

3. "Employee's Performance Appraisal" Form P 109 - will be completed by an employee's immediate supervisor and reviewed by a supervisor within the next two levels. There will be an appraisal of employees in a new position following the first 90-day period, and a minimum of an annual evaluation of all employees upon each anniversary date of their employment.

   In addition to an automatic performance appraisal at the completion of an employee 90-day probationary period, an evaluation may be given at any time during the 90-day period.

4. Before preparing a performance appraisal, the supervisor shall carefully review the form in its entirety, and if there is anything that he does not understand about the form, its purpose, or the procedure, it should be discussed with the Personnel Officer before completing the process.

5. Distribution:

   a. Original - Personnel Office for employee's personnel file.

   b. Copies - one is given to employees and one is retained in departmental files.

Mountain-Plains, Inc.

Policy & Procedure No. D 110

Subject: PERSONNEL SELECTION AND EQUAL EMPLOYMENT OPPORTUNITY

Date Issued _____
Date Revised _____

POLICY

Personnel selection will be determined by: Ability, experience, education, physical fitness to perform required work, skills, training, character, and attitude.

Equal opportunity shall be provided for all persons. Discrimination because of age, race, color, religion, sex or national origin, except where sex is a bona fide occupational qualification, shall be prohibited. A continuing affirmative action program shall be maintained to promote the full realization of equal employment opportunity.

PROCEDURE

Effective Date: 8-1-75

The Personnel Officer under the authority of the Executive Director, is the only Mountain-Plains staff member who can commit Mountain-Plains to the employment of an individual.

1. Employees are to be selected for existing vacancies from the best qualified applicants.

2. When an employee is needed to fill a vacancy, the supervisor of the area where the vacancy exists will submit a completed Personnel Requisition, Form 3811, through his/her division director, to the Personnel Office.

   When a requisition (3811) is submitted to fill an initial hire, or a new job classification, it must also be signed by Personnel, Accounting, and the Executive Director or his Designee, and accompanied by an approved job description documenting the need for the new classification or initial employment.

3. Filling Personnel Requisitions:

   a. When the Personnel Office receives an approved requisition, Form 3811, it will initiate employee requisition activities.

   b. Personnel will review the Mountain-Plains employees and files at Mountain-Plains to determine if there are any Mountain-Plains employees who may qualify for the vacancy. If there are qualified employees, this information will be communicated to the department where the vacancy exists.

c. The Personnel Office will screen applicants and make an appointment with the supervisor for an interview. It will be the responsibility of the Personnel Office to see that the applicant's file is furnished to the person who will conduct the interview.

d. When positions are posted, documented contact of three or more applicants for the vacant position shall be on file. When three applicants are not available during the posting period, and/or if posting is not advisable due to business necessity, this requirement may be waived in the best interest of the corporation.

e. An interview Record Form P 106 will be completed on applicants when they are being interviewed for a specific job.

f. After a joint discussion, the supervisor will forward a memo recommending employment, through the appropriate department/ division head to the Personnel Office.

g. An Employment and Change of Status Form will be completed by the Personnel Office for all new employees.

Approvals required for the Employment and Change of Status Form (3843)

1) Supervisor
2) Department/Division Head
3) Executive Director or his Designee
4) Accounting
5) Personnel

h. The Personnel Office will discuss the reporting date and salary recommendation with the appropriate departmental head before final processing of employment. Commitments of employment, reporting date, salary will be made by Personnel after appropriate approvals.

Mountain-Plains, Inc.

Policy & Procedure No. D 111

Subject: EMPLOYMENT OF RELATIVES

Date Issued _____
Date Revised _____

POLICY

Members of the same immediate family are not to be employed concurrently in the following situations:

1. Where both would report to the same supervisor.

2. Where there would exist between them a direct supervisor-employee relationship.

Mountain-Plains, Inc.

Policy & Procedure No. D 112

Subject: INTERVIEW COSTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

When the Executive Director and/or the Personnel Office deem it necessary, Mountain-Plains will pay all or part of the personal costs of a prospective employee traveling to the site for an interview. Expenses will normally be reserved for positions in Ranges 1 through 10.

PROCEDURE

Effective Date: 8-1-75

1. This policy refers to the expenses of the prospective employee only. It does not apply to other members of the family.

2. Only the Personnel Office may commit the Corporation to pay such interview expenses.

3. The prospective employee is to travel by the most prudent means. The maximum permitted for lodging and food is not to exceed that permitted to staff members who are traveling on official business.

4. The Personnel Office will submit the Weekly Expense Report as approved by the division director to the Accounting Office for reimbursement.

5. Expenses will be within Federal Regulations and Maximums.

Mountain-Plains, Inc.

Policy & Procedure No. D 113

Subject: LEAVE OF ABSENCE (Applicable to regular employees)

Date Issued _____

Date Revised _____

POLICY

Mountain-Plains may grant leave of absence for a specified purpose. Compensation will depend upon type of leave and circumstances.

General Leave - The Executive Director, for a bona fide reason for exceptional reasons may grant a General Leave of Absence provided that all sick and vacation leave has been exhausted. An employee requesting such leave must make every effort to have his/her leave request acted on at least two (2) weeks before the effective date of said leave. An employee will receive no compensation while on a General Leave of Absence.

Military Leave - Up to twelve (12) annual days allowed for (required) peace time military training. Compensation will be the difference between the regular rate of pay and military pay, excluding allowances for quarters and travel.

Election Judge Or Jury Service - The employee shall receive the difference between his/her regular rate of pay and that received as an election judge or juror.

Witness Duty - Pay shall be received for absences caused by witness duty requested by Mountain-Plains or required by subpoena.

Sabbatical Leave - Leave may be granted for school attendance and the upgrading of staff. All annual vacation leave must be utilized as a component of Sabbatical Leave. Sabbatical Leave will require the approval of the Executive Director and will not be compensated. Employees are eligible after 3 years employment with Mountain-Plains.

PROCEDURE

Effective Date: 12-1-75

The Anticipated Absence: Form P 101 should be approved two weeks in advance through divisional channels so that the division can plan accordingly.

1. Within two working days following his/her return to work, an employee eligible for military leave or election judge or jury service pay, shall submit to the payroll section written evidence of pay received for this service. This information will be filed in the records supporting the pay period in which the employee returned to work.

2. The supervisor's signature on the employee's time card shall con stitute approval for allowing pay for these compensated absences. It is the responsibility of the supervisor to see that such time is accurately reported.

3. Leave of Absence for Disability and Medical Reasons.

   a. The employee will submit a Leave of Absence form to the Personnel Office before the dates of the leave (if possible). These dates must be approved by the Division Director in each division. The beginning and ending dates of the Leave of Absence will be determined by the employee and their physician for medical reasons attributed to the employee only!

   b. Disability benefits will not start until all sick and vacation leave has been exhausted.

   c. The employee must sign a contractual agreement with Mountain-Plains Education & Economic Development Program stating that he/she will return to work at a specified date for at least (4) four work weeks. This contract must have (4) four signatures to be approved and valid.

   d. The employee would repay Mountain-Plains Education & Economic Development Program (within 30 calendar days) the total amount received in disability pay if he/she does not return to work for Mountain-Plains for (4) four work weeks. This procedure would be void if a medical reason, verified by an attending physician, would prevent the employee from returning to work at Mountain-Plains.

   e. If disability pay is scheduled to start on a paid holiday, the employee will receive holiday pay for that date. Life Insurance and Medical Insurance coverage will extend for (6) months from the beginning date of the Leave of Absence, then ceases. All other fringe benefits will cease during the time that the employee received disability pay (½ salary).

   f. During the L.O.A. for disability reasons, the Mountain-Plains corporation may refill the vacated position as needed either temporarily or permanently depending on the situation. If filled permanently, the corporation will put the disabled employee on a preferential list for hire to the first position (permanent) that opens for which the disabled employee is qualified.

Mountain-Plains, Inc.

Policy & Procedure No. D 114

Subject: NON-EMPLOYEE CONTRACT WORKERS/INTERNS/STUDENT TEACHERS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Any person(s) who may have contact with the operations of the Mountain-Plains Program in a working capacity other than a staff member shall have an approved contract or agreement. Without such a written contract or agreement, no tasks may be assigned or work performed.

The contract will be approved by the Executive Director's Office. No such worker, intern, consultant, sub-contractor or student shall replace a staff position.

PROCEDURE

Effective Date: 8-1-75

1. The agreement/contract shall be signed by Mountain-Plains and the providing agency or institution, with an attached Mountain-Plains approved Scope of Work* Statement describing the work or the services to be performed by the agency/individual.

2. Such work of said agreement/contract shall be performed in adherence to Mountain-Plains Program policies and procedures.

3. Since the agency or institution providing Mountain-Plains with interns, student teachers, or contract workers receives the benefits, it is the responsibility of said agency or institution to provide liability coverage and all benefits for the well-being of the contract worker, student teacher, or intern, consultant, and sub-contractors.

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*"Scope of Work" includes: a) Time-span of agreed services; b) Responsibilities of Agency and individual; and c) Responsibilities of the Mountain-Plains Program.

Mountain-Plains, Inc.

Policy & Procedure No. D 115

Subject: OUTSIDE EMPLOYMENT

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Outside employment shall not interfere with the effective performance of the employee's Mountain-Plains duties or involve a conflict of interest. No function of outside employment shall be performed during Mountain-Plains working hours unless the employee is on vacation.

Mountain-Plains, Inc.

Policy & Procedure No. D 116

Subject: OVERTIME PAY

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

An employee must have written authorization before performing work which entitles him/her to overtime pay.

Interpretation of overtime will be subject to the interpretation of Interpretative Bulletin No. 778 from the Code of Federal Regulations concerning the Fair Labor Standards Act of 1938, Section 778.316 entitled "Agreements of Practices in Conflict with Statutory Requirements are Ineffective."

a. Hourly and non-exempt employees shall be paid one and one-half (1½) time their regular hourly rate for hours worked over eight (8) hours per day or forty (40) hours per week.

b. Any overtime worked must have prior approval by the department and divisional head.

c. The reason for overtime must be shown on the reverse side of the employee's time card followed by the signature of the appropriate department and divisional head.

d. Exempt employees are not eligible for overtime pay.

Mountain-Plains will observe Federal and State Labor Laws as they apply.

Mountain-Plains, Inc.

Policy & Procedure No. D 117

Subject: UNAUTHORIZED USE OF MOUNTAIN-PLAINS NAME

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Employees shall not make use of Mountain-Plains Corporation name in any way for personal or private gain. It is prohibited to use the Corporate name on checks, stationery, or any other document not directly related to authorized business.

POLICY

Mountain-Plains may terminate a staff member for several causes. These causes would include:

1. Reduction-in-force of position function
2. Reorganization
3. Budgetary cutback
4. Termination for cause
5. Termination without cause stated

An employee not on contract may be terminated with 30 calendar days notice or leave of absence with pay without cause being stated effective immediately. Mountain-Plains may terminate a staff member not on contract with a minimum notice of 30 calendar days or four (4) work weeks for exempt employees and ten (10) work days or two (2) work weeks for non-exempt employees due to the causes of budgetary cutback, reorganization, and reduction in force. Provided that he/she resigns in "good standing"* and meets the minimum notice requirements, the employee shall receive all earned vacation pay and twenty-five percent (25%) of all accumulated sick pay. However, when termination is the result of a disability, or an involuntary termination, the Executive Director may waive either part or all of the above requirements.

Any employee may be discharged without prior notice by the Executive Director or his designee for conduct detrimental to the staff, the students of the Mountain-Plains Corporation, acts prejudicial to the Mountain-Plains Corporation, incompetence, or for any just cause. The following are examples of conduct which will constitute grounds for discharge pursuant to this policy, for cause stated:

1. Conviction of a crime or offense involving moral turpitude.

2. Wrongfully obtaining Corporation property.

3. Possession, distribution, use or sale of dangerous drugs (the term "dangerous drugs" being as defined by the Montana Dangerous Drug Act).

4. Insubordination.

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*"Good Standing" Exempt employees - 30 calendar days or four (4) work weeks notice Non-exempt employees - 10 work days or two (2) work weeks notice.

5. Possession or use of alcoholic beverages on the job, or reporting for work under the influence of alcohol.

6. Absence from duty without permission of the immediate supervisor or Personnel Office.

7. Falsification of Corporation records such as applications for employment, medical examinations, time cards, and the like.

8. Intentional or continuous violation of any safety rules or regulations adopted by the Corporation.

9. Intentionally or carelessly damaging, destroying, or losing property, or equipment belonging to the Mountain-Plains Corporation or used in the Corporation.

10. Dealing with students for personal gain such as lending money to or bartering with them or in any other unethical manner.

11. Incompetency.

12. Failure to pay debts.

13. Failure to promptly report on-the-job accidents or personal injuries to the appropriate authority.

14. Concealing an infectious disease and exposing fellow employees to that disease.

15. The commitment of acts prejudicial to the reputation and influence of Mountain-Plains with such frequency as to engender a reputation for said acts. (frequency is normally three (3) documented instances)

PROCEDURE Effective Date: 12-1-75

Procedures Applicable to All Types of Termination:

1. The Personnel Officer will conduct an exit interview, if applicable.

2. The Controller's Office will make every effort to complete the financial settlement between the employee and the Corporation on the official date of termination or definitely within seventy-two (72) hours.

3. The Personnel Office immediately prepares an Employment and Change of Status Form and obtains the required signatures and distributes the copies. The employee is also given a termination clearance Form P

105 and is instructed on the manner of completion. The Personnel Office will also immediately inform Property Control of the date of termination so the property inventory may be initiated.

Resignation:

An exempt Mountain-Plains staff member may resign from Mountain-Plains Corporation in good standing by submitting a written resignation to the Executive Director a minimum of thirty (30) calendar days or 4 work weeks in advance of intended severance. Copies will go to the Personnel Office and the immediate divisional director.

A non-exempt Mountain-Plains staff member may resign from Mountain-Plains Corporation in good standing by submitting a written resignation to the Executive Director a minimum of two (2) work weeks or ten (10) work days in advance of intended severance. Copies will go to the Personnel Office and the immediate divisional director.

Failure to comply with the above will result in such notation being placed on the employee's record and a loss of accrued benefits; ie. vacation and sick leave.

A resignation may be rescinded only with permission of the Executive Director.

Resigning employees may not set the termination date on a holiday and be paid for said holiday unless they actually work. Resigning employees shall work through the effective date of termination.

Termination by Discharge:

1. An employee's immediate supervisor may initiate a recommendation for discharge of an employee, the recommendation to be submitted to the Personnel Officer through the employee's department head.

2. The Executive Director or Designee, through the Personnel Office will inform the employee that he may pursue the Corporation employee grievance procedure, the Personnel Office will initiate the process at the third step. (See grievance procedure)

3. When an employee is terminated for cause stated, termination and exit from the program may be immediate.

Termination by Reduction in Force:

When a reduction in force requires the termination of an employee, the Personnel Office is to inform said employee, in writing, as soon as possible. In lieu of the minimum notice of 30 calendar days or 4 work weeks, Mountain-Plains, at the discretion of the Executive Director, may give additional severance pay, one day's pay for each day under the minimum

notice period. Employees who have received said notice will be expected to work through to the effective date of termination.

By the very definition of a termination through a reduction in force, the job vacated is not to be filled through rehire.

Mountain-Plains, Inc.

Policy & Procedure No. D 120

Subject: WORK HOURS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

The standard work week shall begin at 12:01 A.M. Monday and end at 12:00 Midnight the following Sunday. The standard work day shall begin at midnight and run to the following midnight. Mountain-Plains shall establish standard work schedules.

Mountain–Plains, Inc.

Policy & Procedure No. D 121

Subject: STAFF RELOCATION COSTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Relocation expenses may be paid for professional and technical staff. Normally relocation is reserved for individuals employed at salary Ranges 1 through 10 and/or as agreed upon by contract. This policy includes relocation by job assignments, not exclusive of relocation to Glasgow Air Force Base. Exceptions to this policy may be made by the Executive Director only.

PROCEDURE

Effective Date: 8-1-75

1. Request for relocation assistance shall be made through the Personnel Office.

2. Four copies of the Agreement on Relocation and Employment Allowance forms shall be signed and submitted to the Executive Director for approval.

Mountain-Plains, Inc.

Policy & Procedure No. D 122

Subject: CONFIDENTIAL/PERSONAL CORRESPONDENCE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All incoming or interoffice mail or memos directed to a specific individual and marked "confidential", "personal", or "attention of _____" shall not be opened by any other person than the addressee.

Mountain-Plains, Inc.

Policy & Procedure No. D 123

Subject: STAFF/STUDENT RELATIONSHIPS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

In order that a professional relationship might be retained between Mountain-Plains staff members and program students, a code of ethics shall be established. An overall policy regarding Mountain-Plains staff/program student relationships shall be found in the professional of social workers adopted by the Delegate Assembly of National Association of Social Workers as amended April 11, 1967 (attached). Specific Mountain-Plains policy shall be as follows:

1. It is the duty of a Mountain-Plains staff member to protect the program student from social and/or moral degradation during the program student's residence at GAFB.

2. It is the duty and responsibility of the Mountain-Plains staff to so conduct themselves as to not subject themselves or Mountain-Plains to possible legal action as a result of unprofessional, indecent, and/or immoral acts with program students.

3. For any infraction relating to the aforementioned statements 1 and 2 which might place the corporation in public and/or legal jeopardy, a staff member shall be subject to immediate discharge at the discretion of the Executive Director.

Mountain-Plains, Inc.

Policy & Procedure No. D 124

Subject: SALARY ADJUSTMENT

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

An annual salary adjustment will be based on merit evaluation. A person retaining the same responsibilities and classification is eligible for salary adjustment one year from the date of his/her employment in that position and annually thereafter.

An increase in salary may be given based upon an appraisal and evaluation of the employee's responsibilities, performance, and job classification at times other than once a year.

A "cost of living" adjustment may be granted only at the discretion of the Board of Directors.

The Executive Director will grant one employee per month of the calendar year an "Employee of the Month" award. This award will be a full step increase designed as an incentive award.

Mountain-Plains, Inc.

Policy & Procedure No. D 125

Subject: SALARY SCHEDULE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

The salary schedule "listing progressive salary positions" will be available to supervisors to aid them in their discussion of salary with employees.

Salary recommendations will be administered within the provisions of the schedule.

Mountain-Plains, Inc.

Policy & Procedure No. D 126

Subject: PAYROLL

Page 1 **of** 1
Date Issued
Date Revised

POLICY

Mountain-Plains will follow the usual Federal Payroll Plan and will make only the legal Federal and State deductions from an employee's paycheck unless approved to do so by the employee in writing.

Mountain-Plains, Inc.

Policy & Procedure No. D 127

Subject: RETIRMENT

Date Issued _____
Date Revised _____

POLICY

Normal retirement age for all Mountain-Plains employees shall be 65 years of age. Retirement will become effective on the employee's anniversary date of hire during the employment year in which the employee attains 65 years of age. The Board may extend employment beyond the normal retirement age on a year-to-year basis upon the recommendation of the Executive Director.

The employee must submit written evidence of his/her physical fitness prior to the Executive Director's recommendation.

Mountain-Plains, Inc.

Policy & Procedure No. D 128

Subject: FRINGE BENEFITS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Employees participation in benefit programs will be granted in accordance with employment classifications.

1. Employment Classification:

   a. Regular - Participate in all benefit programs.

   b. Part-time - Participate in sick leave, vacation, and holiday pay benefit programs in proportion to their part-time employment (part-time would not participate in insurance, retirement/disability).

   c. Temporary - Participate in no benefit programs.

(All employees participate in Montana State Workmen's Compensation Insurance and FICA)

2. Reclassification:

   a. Temporary to Regular - The employee's Corporate Service Date for purposes of eligibility in benefit programs is the date of reclassification.

   b. Part-time to Regular - The employee's Corporate Service Date for purposes of additional benefit programs is the date of reclassification.

   c. Temporary to Part-time - The employee's Corporate Service Date for purposes of benefit programs is the date of reclassification.

   d. Regular to Temporary, regular to Part-time, or Part-time to Temporary - The coverage in benefit programs ceases in accordance with the provisions of each plan as applicable.

Mountain-Plains, Inc.

Policy & Procedure No. D 129

Subject: PHYSICAL EXAMINATION

Date Issued _____
Date Revised _____

POLICY

Verification of chest x-rays or intradermal tuberculin test is required of all employees as a condition of employment. New employees must present proof of such test within thirty (30) days after employment, and every two (2) years thereafter. If there is a past history of tuberculosis, the chest x-ray shall be annual. An approved intradermal tuberculin test which is positive shall be followed by an x-ray of the lungs. After such an examination, each employee shall file a certificate showing that the employee was examined and found free from active tuberculosis. Such tests are at the expense of the employee.

Employees in certain program areas (Food Services, Early Childhood Education, etc.) may be required by outside agencies to undergo a physical examination as a condition of their employment. Such physical examinations are at the expense of the employee.

In addition, the Executive Director may require other physical examinations or medical tests for cause from a specified physician at program expense for any employee as a condition of that employee's employment or continued employment.

Mountain-Plains, Inc.

Policy & Procedure No. D 130

Subject: PRIVATE PILOTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains assumes no responsibility nor liability for any staff member flying on Mountain-Plains business unless they are flying commercially or with an authorized charter service. Staff members who are private pilots should also be aware that they are not covered by our insurance policies (liability or life), if they are flying their own or rental aircraft as private pilots on company business, nor are their passengers. It should be clear that management does not direct staff to fly on other than commercial or charter aircraft on company business.

PROCEDURE

Effective Date: 12-1-75

Personnel employed by the Corporation having a private pilot's license may fly their own plane or a rental plane on company business as per current policy--this has been clarified recently. They will be reimbursed by the Corporation at a rate of 15¢ an air mile or the standard air fare, tourist/coach class, whichever is the lower.

Any down time caused by weather or any other failure (mechanical) will be taken at the expense of the private pilot's vacation time. It will be unallowable as far as travel time is concerned.

PURCHASING
(E100)

Purchase Requisitions and Procurement E101

Unauthorized Purchases/Commitments E102

POLICY

The procurement of supplies, materials, equipment and all other items shall be handled in accordance with Federal Procurement Regulations and sound business practices as defined by the Controller.

PROCEDURE Effective Date: 12-1-75

1. A. A purchase requisition shall be initiated by staff personnel for purchase of supplies, materials and equipment.

1. B. Purchase Requisitions under $200. will require only a specific originator's signature. The purchase requisition would then go directly to the Purchasing Agent for processing and ordering. Control of and responsibility for determining departmental need and budgeting constraints will be vested in the Sr. Instructor or Department Head. The Division Director will have final responsibility on all Purchase Requisitions originating from their division. The specific originators authorized to sign Purchase Requisitions would be:

EXECUTIVE DIRECTOR

Executive Director
Deputy Director
Registrar
Personnel Officer

CONTROLLER DIVISION

Budget Analyst/Internal Auditor
Property & Facilities Officer
Reprographics Supervisor

EDUCATION SERVICES DIVISION

Associate Director
Family Core Sr. Instructor
Early Childhood Sr. Instructor
Foundation Ed. Sr. Instructor
Office Ed. Sr. Instructor
Building Trades Sr. Instructor
Mobility & Transportation Sr. Instructor
Mkt., Lodging, Food Svs., Sr. Instructor

STUDENT SERVICES

Coordinator
Community Development & Recreation Supervisor
Counseling Supervisor
Career Guidance Supervisor

RESEARCH

Director
Sr. Curriculum Specialist

1. C. Purchase Requisitions $200 or greater will require Division Director's signature.

1. D. Purchase Requisitions $2500 or greater will require Divisional Director's and Executive Director's signatures.

1. E. All consultant agreements and sub-contracts will require originators signature and/or Divisional Director's signature and Executive Director's signature plus Controller's signature.

This should give a turn around time from Purchase Requisition to Purchase Order on $200 and under of less than 72 hours.

1. F. No employee is authorized to order materials or supplies without first going through the Purchasing Agent. As of 9/1/75 these "Ex Post Facto" Purchase Requisitions will be treated as an expense of the employee ordering the material, whether or not the items are necessary and needed by the Corporation, and will be deducted from their payroll check as agreed to by their signature on their status forms:

2. The Procurement Officer will review the purchase requisition and verify the estimated price.

3. Procurement

A. Sole source and replacement items will be ordered from the suggested source.

B. The Procurement Officer will check GSA Contracts for availability before contacting commercial sources.

C. Bidding procedures will be based on date required, unless items required have drawings, specifications or other information attached. Telephone solicitations will be used in the local area. Written requests for bids will be sent out of state if time permits.

D. A purchase order number will be assigned and a purchase order will be issued to the successful bidder.

E. All necessary information will be logged in the Purchase Order Register.

F. Bid process and guide lines as the dollar levels and various types of purchase.

1) Equipment line items of $200 and over require N.I.E. Contracting Officer's approval.

2) Purchase Orders for materials, supplies and/or equipment which total $500 or less do not require informal or formal bidding as long as prices are reasonable and prudent.

3) Purchase Orders for materials, supplies and/or equipment which total greater than $500. but less than $2500. require informal bidding from at least three (3) sources (may be telephone or oral but should be documented).

4. Purchase Orders for materials, supplies and/or equipment which total $2500 or greater require formal bidding.

4. Distribution of the purchase requisitions and SF 344 and purchase orders will be as follows:

	P.R.	SF344	P.O.
Vendor	0	1	2
Accounting	1	1	2
Property Controller (Receiving)	1	1	1
Purchasing	1	1	1
Originator	1		

5. Consultant Services

A. Besides following the usual steps in preparing a purchase requisition, a purchase requisition for consultant services must first be approved by the Executive Director.

B. In most cases, the source of supply or the individual will be determined by the originator of the purchase requisition. A purchase order shall be issued prior to commencement of services.

Mountain-Plains, Inc.

Policy & Procedure No. E 102

Subject: UNAUTHORIZED PURCHASES/ COMMITMENTS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All purchases by Mountain-Plains shall be processed through thr Procurement Office. Personnel making purchases and/or commitments to vendors without official approval shall be personally responsible for payment of those purchases and/or commitments.

PROPERTY CONTROL
(F100)

Accountability for Government Property F101

Acquisition of Personal Property F102

Equipment Identification F103

Equipment Issue F104

Equipment Maintenance and Repair F105

Inventories F106

Property Control F107

Stores Requisition F108

Supplies Issue F109

Property Receipt F110

Building Security F111

Mountain-Plains, Inc.

Policy & Procedure No. F 101

Subject: ACCOUNTABILITY FOR GOVERNMENT PROPERTY

Date Issued _____
Date Revised _____

POLICY

Mountain-Plains shall maintain and control government property in accordance with government regulations as outlined in the Office of Education Property Manual, July, 1971. Mountain-Plains employees will be held responsible for all accountable property assigned to them.

PROCEDURE

Effective Date: 11-15-73

1. Assignment of Government Property

   a. Each item of furniture and equipment bears a serial number, and this particular unit is recorded as having been assigned to a specific individual.

   b. Before receiving final clearance pay in case of termination of employment, all equipment checked out to an individual employee must be accounted for to Property Control.

2. Reporting Loss or Damage to Federal Property

   a. Any loss or damage to Federal Property must be reported immediately, with all details, to the Property Controller.

   b. The Property Controller will formulate his report and inform the Controller who will, in turn, inform the Glasgow Air Base Security in all cases of malicious damage and/or pilferage of theft.

   c. Base Security must then inform the F.B.I. and the Valley County Sheriff's Department, and a tripartite investigation is conducted. Glasgow City Police will be informed if it is suspected that the property has been removed from the Base.

Definitions:

Accountable Federal Government Property - Any non-consumable item with a life expectancy of more than one (1) year, or an acquisition value of more than $100.00 purchased by Mountain-Plains with Federal Grant Funds.

Cannibalization - The disassembly of an end item for its useful component parts to be used either separately, or to repair and/or maintain similar or line items of equipment.

Excess Property - Federal Property, no longer required by the present owning department, offered for transfer to other government agencies for further utilization.

Consumable Property - That property which may be consumed or expended during the performance period or incorporated into or atttached to an end item during production, including raw and processed materials, supplies, small tools, parts, components, etc.

Non-consumable Property - That property having a unit acquisition cost of $100.00 or more, or a normal useful life expectancy of more than one year, is of intrinsic value, susceptible to personal use, or considered sensitive.

Non-reportable Property - Excess property not meeting the reporting criteria (Federal Supply Class, line item acquisition value or condition code) established by the Federal Property Management Regulations (FPMR), the Department of Defense Disposal Manual or in the case of DOD Contractor Inventory, the Armed Services Procurement Regulation (ASPR).

Reportable Property - Excess property meeting the reporting criteria (Federal Supply Class, line item acquisition value and condition code) established by the Federal property Management Regulations (FPMR) or the Department of Defense Disposal Manual.

Personal Property - All property other than Real Property. Items in this category are further classified as expendable or non-expendable property.

Sensitive Property - Items and materials such as cameras, recorders, precious metals, portable power tools, etc., easily susceptible to personal use or misappropriation.

Un-required Property - Personal property no longer needed in the performance of a contract or grant and is available for transfer to another component of the Office of Education.

Mountain-Plains, Inc.	Policy & Procedure No. F 102
Subject: ACQUISITION OF EXCESS PROPERTY	**Page** 1 **of** 1 **Date Issued** **Date Revised**

POLICY-

Mountain-Plains shall acquire Federal excess property in support of its program whenever possible, rather than procure new property.

PROCEDURE Effective Date: 11-15-73

1. Obtain authorization from contracts officer to acquire excess property for the support of the MPEEDP Program.

2. Screen available excess property.

3. Prepare SF-122 Form (Transfer Order Excess Personal Property).

4. Submit SF-122 Forms to Office of Education, Property Management, for approval of transfer.

Mountain-Plains, Inc.

Policy & Procedure No. F 103

Subject: EQUIPMENT IDENTIFICATION

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Each item of equipment shall be identified by an attached Mountain-Plains sticker or engraved when possible, to insure property accountability.

PROCEDURE

Effective Date: 11-15-75

1. Immediately after processing the receiving report, MPEEDP identification stickers will be attached to each item of equipment.

2. Identification stickers or engraving will reflect the following information:

   a. Stock Number (if available)
   b. Transaction Number
   c. Serial Number
   d. Model
   e. Unit Price
   f. Purchase Order Number, or if received through excess channels, will be marked as excess, so indicated by a red X mark in the upper left hand corner where the purchase order number is normally entered if received by means of a purchase order.
   g. Contract Number

Mountain-Plains, Inc.

Policy & Procedure No. F 104

Subject: EQUIPMENT ISSUE

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

All Mountain-Plains equipment issued shall be issued by use of a Property Control Equipment Issue Document to insure equipment accountability.

PROCEDURE

Effective Date: 11-15-73

1. The Equipment Issue Document will reflect the following information:

   a. Date
   b. Accounting code of department receiving equipment
   c. Issue control number
   d. Name of custodian receiving property
   e. Line item number
   f. Transaction number
   g. Part of stock number, full description
   h. Unit of issue
   i. Quantity issued
   j. Unit cost - total cost - extended cost
   k. Issued by, signature of person making issue
   l. Location where property is to be delivered

2. After compliance with all requirements in number 1 above, the following information will be entered into the Issue Control Log:

   a. Issue control number - Julian date
   b. Description
   c. Account code receiving the issue
   d. Total cost of issue

3. At time of delivery, the Receiving Custodian will sign the equipment issue document to acknowledge receipt of property.

4. Number five (5) copy of the equipment issue document will be retained by the Receiving Custodian, the remaining four (4) copies will be returned to Property Control and Distributed as follows:

   Property Control - Nos. 1, 2, & 3
   Accounting - No. 4

Mountain-Plains, Inc.

Policy & Procedure No. F 105

Subject: EQUIPMENT MAINTENANCE AND REPAIR

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Property Control will be responsible for the repair and maintenance of equipment such as typewriters, calculators, dictation units, reproduction equipment, audio-visual equipment, etc.

PROCEDURE

Effective Date: 11-15-73

1. All requests for equipment maintenance and repair are to be submitted to the office of the Coordinator for Property Control.

2. Property Control shall immediately contact the Servicing Agents to arrange the work, and he will inform the requestor of the estimated time necessary for the work to be performed.

3. Servicing Agents will report to Property Control both prior to and upon completion of work so that MPEEDP can monitor the performance of service contracts.

4. Should it be necessary for items to be sent out for repair, Property Control will obtain shipping authorization from the Procurement Officer, arrange for picking up the item, servicing and then returning the item after repairs.

Mountain-Plains, Inc.

Policy & Procedure No. F 106

Subject: INVENTORY

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains will conduct physical inventory of equipment in physical inventory as necessary and at least once every 12 months.

PROCEDURE

Effective Date: 12-1-75

1. Inventories will be conducted annually for equipment in inventory accounts, or as directed by the Controller.

2. Inventory sheets will reflect federal stock numbers or commercial vendor number, description, location, unit of measure, unit cost, and blank spaces for inventory count.

3. Inventories will be conducted by disinterested inventory teams consisting of two (2) members per team.

   a. One member of the team will physically count each and every item during the inventory.

   b. The second member will record all data and actual counts found by the other member.

4. Spot checks of the completed inventory will be accomplished at random by the supervisor or person in charge of the section division, and all discrepancies shall be thoroughly investigated in reference to shortages and overages.

5. All inventory sheets are to be extended and totaled.

6. The records clerk compares quantity amounts against the custodian, equipment print out for accuracy.

7. All discrepancies will be recorded on an Inventory Adjustment Report.

8. Completed copies of inventories and the inventory adjustment reports are distributed as follows:

   a. Accounting File
   b. Property Control File

9. All inventories will be scheduled in such a manner as to not disrupt normal working conditions. All overtime requests must be approved prior to scheduling of the inventory.

Mountain-Plains, Inc.

Policy & Procedure No. F 107

Subject: PURCHASE REQUISITIONS

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Mountain-Plains Property Control will maintain a complete file of purchase requisitions, purchase orders and receiving reports.

PROCEDURE

Effective Date: 12-1-75

1. Upon receipt of the property from the vendor, a receiving report is initiated and a transaction number assigned.

2. A copy of the receiving report is filed in the vendor folder.

3. If a partial order, the folder is filed back in the purchase order section marked "Partial Purchase Order" and held until the order is complete. Partial receipts are forwarded to Accounting and Purchasing so that partial payments may be made if desired.

Mountain-Plains, Inc.

Policy & Procedure No. F 108

Subject: STORES REQUISITION

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Property Control will maintain a store stock of supplies and materials that will be issued upon receipt of stores requisition.

PROCEDURE

Effective Date: 12-1-75

The stores requisition form is to be filled out by the requestor. When available, please list the federal stock number or form number, give item description as complete as possible, quantity desired, and unit of measure. Please leave the unit price column blank for Property Control use.

Mountain–Plains, Inc.	Policy & Procedure No. F 109
Subject: SUPPLIES ISSUE	**Page** 1 **of** 1 **Date Issued** _____ **Date Revised** _____

POLICY

All Mountain-Plains supplies and materials issued from Stores Account shall be issued by use of a Mountain-Plains Receiving and Issue Document, to insure supplies accountability.

Mountain-Plains, Inc.

Policy & Procedure No. F 110

Subject: PROPERTY RECEIPT

Page 1 **of** 1
Date Issued _____
Date Revised _____

POLICY

Property Control will maintain a Receiving Department to insure proper receipt of all property and supplies ordered through Mountain-Plains procurement channels.

Mountain-Plains, Inc.

Policy & Procedure No. F 111

Subject: BUILDING SECURITY

Page 1 **of** 2
Date Issued 12-1-75
Date Revised _____

POLICY

A Building Security Chief shall be identified for each institutional building, and shall be responsible for coordinating physical care of that facility and coordinating staff activities related to the building.

PROCEDURE

Effective Date: 12-1-75

The Building Security Chiefs will be chosen by the division heads. The division head will identify these persons to the Property & Maintenance Department and the heads will also note to that department, and changes in that roster. Base security and fire departments will be given updated lists as they occur. Property & Maintenance will be responsible for forwarding this information.

It shall be the responsibility of the Building Security Chief to recruit security assistants as necessary to perform the following functions:

1. Coordinate evacuation activities for fire alarm, for bomb threats, and disaster preparedness. Any evacuation notices from base security, the fire department, or any other source will be communicated to the designated Building Security Chief. The Building Security Chief will in turn notify his assistants.

2. Be responsible to insure that all windows on all floors in the building are closed and locked at the end of the work day and that all outside lights are "Off" during daylight working hours.

3. Monitor automatic door locks in the building to assure that the door will lock automatically upon closing. If the door lock is faulty, arrange that the door be manually locked and contact the appropriate part(ies) to initiate a work order to the Property and Maintenance Department.

4. Report any building conditions considered to be unsafe.

5. Determine that there are staff personnel remaining in the building during lunch hour. If there are no personnel in the building during that period of time, arrangements shall be made for doors to be locked.

OTHER SECURITY MEASURES

1. At the end of each work day the responsibility for response to an emergency is automatically assigned to the Property and Maintenance Department. A List of names and telephone numbers for the responsible personnel in that department will be made available by them to the base security department.

2. During non-working hours, base security officers will check the doors of all Mountain-Plains buildings except in the MCP housing area. If they cannot close a given door for whatever reason, they will contact the appropriate Property and Maintenance employee.